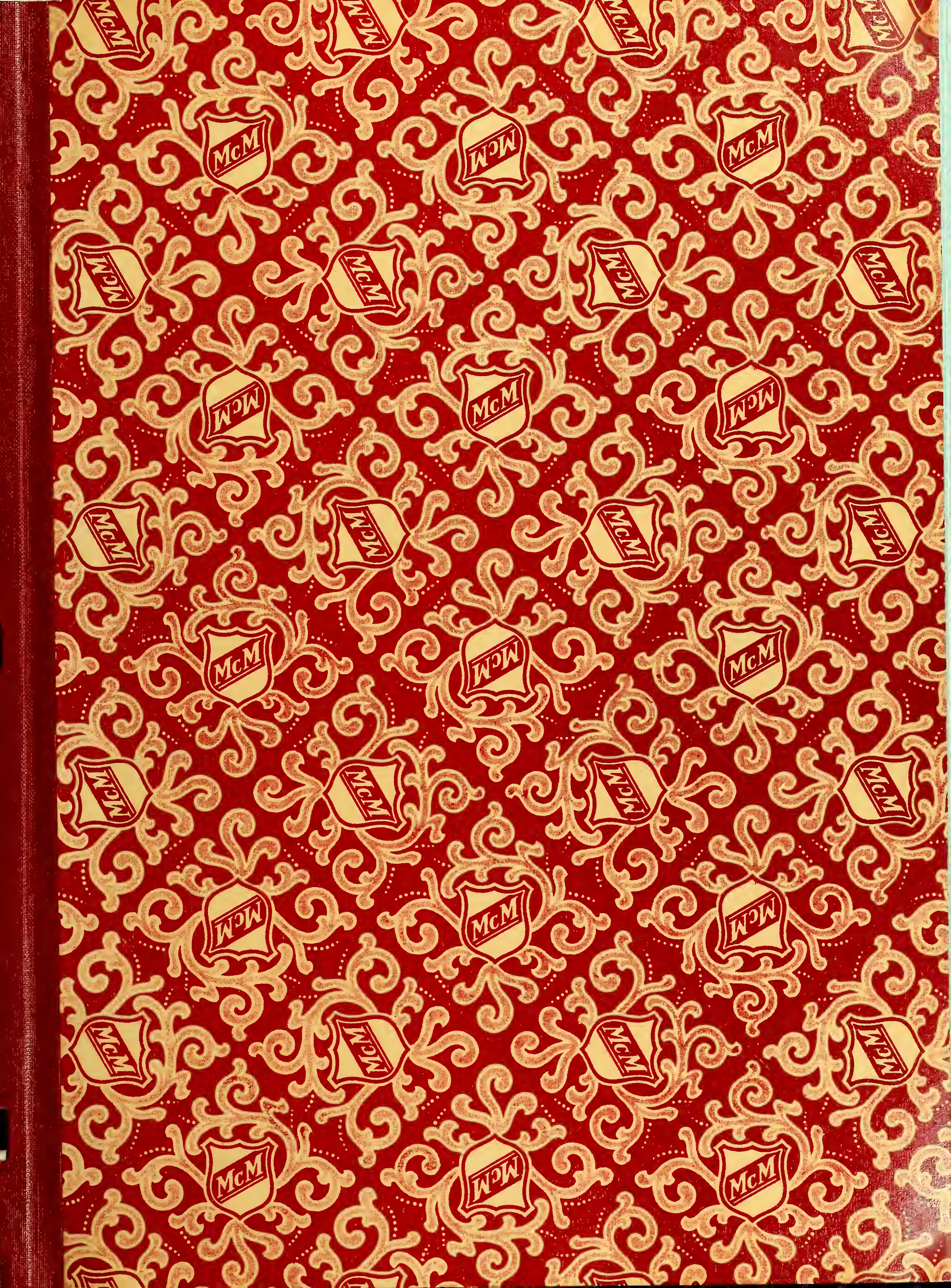
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MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON AGRICULTURE AND HORTICULTURE

January 18, 1944, 11:00 A.M., Parker House, Boston, Mass.

Chairman Saltonstall presiding

PRESENT: Trustees Saltonstall, Brown, Mrs. McNamara, Malcolm, Whitmore, President Baker, Professor Rice, Secretary Burke

President Baker said that the main purpose of the meeting was to submit to the Committee a brief report on developments in agriculture during the past year. He said no meetings of the Experiment Station and Extension Service Committees were scheduled because it has proven more satisfactory to hold meetings of these Committees at the College.

Stockbridge School

The President reminded the Committee that the Stockbridge School is now operating on a one-year basis with a decreased student body but is already pointing toward a rehabilitation program for veterans. One man is now in the school under contract with the Veterans Rehabilitation Bureau.

Food Production

The President reported that food production on college farms and orchards was tripled during the past year and the College expects to produce still more food in 1944. The State Home Garden Committee, under the leadership of the College Extension Service, is also planning to expand its program of food production in 1944.

The President submitted dittoed copies of a digest of the Report of the Extension Service for 1943, and informed the Committee that the Extension Service played an important part in the great increase in farm food production in 1943.

College Farm

Professor Rice reported on activities of the College Farm pointing out that more corn was grown for grain, and that more milk,

COMMITTEE

meat, and field crops were produced for consumption by the Air Force Cadets. A program of calf vaccination was inaugurated and a considerable number of breeding animals were transferred to other State institutions at nominal fees. Professor Rice suggested that the State would benefit by a unified animal breeding program for all State departments which maintain herds. He suggested also that the State could profit by having a traveling veterinarian regularly visit state-owned herds to prevent disease. He reported that the Tennessee walking stallion is proving popular with light horse owners and that there is a shortage of milkers on the college farm. Dittoed copies of the farm report were submitted to the Trustees.

The President distributed dittoed copies of a report by Dr. Van Meter on the significant developments in horticulture during the year.

Swift & Company

President Baker said that during the past ten years the College has received a considerable sum of money from industrial concerns for the purpose of research in the general field of agriculture. Recently Swift and Company has sent the College $12,000 to be used for research in respiratory diseases of poultry. After discussion, it was

VOTED: To recommend that the Board of Trustees authorize the President to seek further grants from industries for research in the general field of agriculture.

The meeting was adjourned at 12:10 P.M.

J W Burke Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

January 18, 1944, 12:10 P.M., Parker House, Boston, Mass.

Chairman Whitmore presiding

PRESENT: Trustees Whitmore, Malcolm, Warren, Hubbard, Mrs. McNamara, Brown, President Baker, Treasurer Hawley, Professor Rice, Secretary Burke

Post War Building Program

President Baker reviewed progress of the College Post War Building Program prepared in cooperation with the State Emergency Public Works Commission.

He expressed the feeling that if the College does not participate in the State's program and gain needed buildings during the post war period, it may be years before its most urgent building needs are met. Chairman Whitmore described his recent visit, as Chairman of Buildings and Grounds Committee, with Chairman Foster of Commission on Administration and Finance, concerning the building program. After discussion, it was

VOTED: To recommend that the Board of Trustees follow up the building program submitted by the College Administration to the Emergency Public Works Commission, by submitting to the Commission the following list as representing the most urgent building needs of the College in the immediate post war period.

1. Power Plant, including heating and electrical distribution system.
2. Home Economics Building.
3. Physics Building.
4. Engineering Building.
5. Office and Laboratory Building, Waltham Field Station.

Butterfield Dormitory - refrigeration

Treasurer Hawley described the need for additional refrigeration at the Butterfield dormitory. He said the refrigeration capacity has proved inadequate, particularly during the war period

when the dining hall in the dormitory is serving non-residents of the building as well as residents. After discussion, it was

COMMITTEE

VOTED: To recommend that the Board of Trustees authorize the Treasurer to seek a transfer of $1,000 from the Governor's Emergency Fund to meet refrigeration needs at Butterfield dormitory.

The meeting was adjourned at 1:30 p.m.

J. W. Burke Secretary

MINUTES OF MEETING OF TRUSTEE COMMITTEE
ON FACULTY & PROGRAM OF STUDY

January 18, 1944, 2:00 P.M., Parker House, Boston, Mass.

Chairman Warren presiding

PRESENT: Trustees Warren, Brown, Hubbard, Malcolm, Mrs. McNamara, Saltonstall, Whitmore, Brett, Bartlett, President Baker, Treasurer Hawley, Dean Machmer, Secretary Burke

On the recommendation of the Faculty Committee on Course of Study and the Dean and President, it was

VOTED: To recommend that the Board of Trustees confer appropriate degrees as of January 27, 1944 on the following candidates provided they satisfactorily complete the courses in which they are now enrolled and meet all financial obligations to the College.

Degrees

CANDIDATES FOR DEGREE OF BACHELOR OF SCIENCE

Cum Laude

Ruth Rosoff

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Rite

William Edmund Arnold
Haig Aroian
Priscilla Ethel August
Shirley Anne Azoff
Marjorie Lois Bolton
James David Cohen
Thomas Eugene Devaney
Melvin Irving Goldman
Mary Katherine Haughey
Robert LeRoy Keefe, Jr.
Seymour Benjamin Koritz
Stephen Bartlett Leavitt
Paul Vincent Leone
Clearhos Logothetis
Alice Kathleen Maguire
Solomon Harry Markowitz
Thomas Francis Moriarty
Fred Joseph Nahil
Helen Phyllis Peterson
Avis Mary Ryan
Irving Jackson Saltzman
Chester Ralph Starvish
Anna Elizabeth Sullivan
Beatrice Wasserman
Laura Williams
Ruth Elaine Woodworth

CANDIDATES FOR DEGREE OF BACHELOR OF ARTS

Magna Cum Laude

Charlotte Sylvia Eigner
Charlotte Kaizer

Cum Laude

Sylvia Rossman

Rite

Margaret Cecelia Deane
H. Manuel Dobrusin
Helen Elizabeth Donnelly
Helen Glagovsky
Ruth Emma Howarth
Libby Janet Kerlin
Edna Ann McNamara
Mildred Nancy Turner

CANDIDATE FOR DEGREE OF
BACHELOR OF LANDSCAPE ARCHITECTURE

Frances Elizabeth Holman

It was

VOTED: To recommend that the Board of Trustees ratify telephone vote of the Board taken in December 1943 in conferring upon Major George Joseph Spelman the degree of Bachelor of Science on December 16, 1943. Spelman, Major George Joseph

President Baker presented recommendation from the Associate Alumni and endorsed by the College Administration that honorary degree be granted to Charles Leslie Rice, M.S.C.'01, and also recommendation of the College Administration that honorary degree be Honorary Degree

conferred upon Joseph Harry Putnam, M.S.C.'94. He reviewed the accomplishments of these two men since they were graduated from the College and after discussion, it was

COMMITTEE

VOTED: To recommend that the Board of Trustees confer the following honorary degrees during the commencement exercises in May 1944.

Upon Charles Leslie Rice, the honorary degree of LL.D.
Upon Joseph Harry Putnam, the honorary degree of Master of Agriculture.

Credits - war

Dean Machmer and President Baker discussed the problem the College would face both during and after the war in granting credits to students who returned to the College from war service. It was agreed that in many cases war service does offer opportunity for study and work of sufficient caliber as to merit granting of college credits. However, the Trustees wish to avoid the granting of any blanket credits for military service alone. After discussion, it was

VOTED: To recommend that the Trustees approve the following statement as a guide to the College Administration in the problem of granting credit to students of the College for war service, it being understood that such credit must be evaluated at all times on an individual basis.

a. Education values acquired during the period of service, evaluated on the basis of information supplied by the United States Armed Forces Institute.

b. Studies of college level creditably completed in any army, navy, marine corps, Merchant Marine, or other war service training program provided these do not duplicate courses already credited.

c. Advanced R.O.T.C. courses (maximum 10 credits) to those who completed Officers' Candidate School and qualified for a Commission.

d. The satisfactory completion of any basic training course in the armed forces, credit not to exceed that allowed for the Freshman and Sophomore required Military and Physical Education.

Resolution Paul Serex

President Baker reported the death of Dr. Paul Serex, Associate Professor of Chemistry, on May 23, 1943, and also the death of Dr. Frank A. Waugh, Emeritus Professor of Landscape Architecture, on March 20, 1943. It was

VOTED: To recommend that the Board of Trustees adopt the following resolutions.

Resolution on Dr. Paul Serex

WHEREAS Paul Serex was associated with the work of Massachusetts State College for nearly thirty years as a teacher of Chemistry, and

WHEREAS his keen interest and enthusiasm for the Science of Chemistry, his fairness, and his unusual fund of common sense won the respect and affection of his students, and

WHEREAS the recognition by others outside the College of the soundness of his judgment of the ability and character of his students aided many of them in securing opportunities for employment and advancement by graduate study, and

WHEREAS he willingly worked long hours to further the work of the College and to guide and encourage his own students and the young people of the community.

BE IT RESOLVED that the Trustees of Massachusetts State College hereby express their sincere esteem for Paul Serex, and their feeling of loss through his death, and hereby direct the Secretary to inscribe this resolution in the records of the Board and to send copy to Mrs. Serex.

Resolution Frank A. Waugh

Resolution on Dr. Frank A. Waugh

WHEREAS Frank A. Waugh, who for thirty-seven years was a member of the faculty of this College, serving for much of that time as Head of the Division of Horticulture and the Department of Landscape Architecture as well as on the staff of the Experiment Station, reorganizing and expanding the Division, and

WHEREAS his deep interest in and continuing care for the students who came under his instruction and for his co-workers in the Division have made him and his memory an enduring inspiration to them, and

WHEREAS his personal influence and that of his students has made a profound impression upon the development of landscape architecture throughout the nation, and

COMMITTEE

WHEREAS that influence is recognized by the profession as of the highest standard of ethics and design which should be continued in the same spirit of service to human betterment and the development of beauty.

BE IT RESOLVED that the Trustees of Massachusetts State College express, by this resolution, their great appreciation for Frank Waugh and his untiring influence in education, inspiration and loyalty, and further the Trustees direct the Secretary to inscribe this resolution in the record of the Board and to transmit a copy to Mrs. Waugh.

Upon the recommendation of President Baker, it was

Resignation

VOTED: To accept the resignation of Mrs. Annette T. Herr, as State Leader of Home Demonstration Agents as of January 31, 1944.

It was further recommended that the Trustees adopt the following resolution of appreciation:

Resolution-Mrs. Annette T. Herr

WHEREAS Mrs. Annette T. Herr has served Massachusetts State College loyally and effectively as State Leader of Home Demonstration Agents since 1926, and

WHEREAS she has sympathetically understood the needs and problems of rural homemakers of the Commonwealth and devoted herself wholeheartedly to the solution of these problems, and

WHEREAS she has inaugurated sound, far-reaching, educational programs whereby rural women have been assisted in developing a more satisfying home and community life for themselves and their families.

BE IT RESOLVED that the Trustees of Massachusetts State College hereby express their sincere appreciation to Mrs. Herr and direct the Secretary to inscribe this resolution on the records of the Board and send copy to Mrs. Herr.

Upon the recommendation of Director Munson and President Baker, it was

Promotion

VOTED: To recommend that the Board of Trustees promote Miss Beatrice E. Billings to the position of State Leader of Home Demonstration Agents at $3600 basic salary to succeed Mrs. Herr February 1, 1944.

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Upon the recommendation of President Baker, it was

Promotions

VOTED: To recommend that the Trustees promote Miner J. Markuson and Lawrence S. Dickinson from Assistant Professor to Associate Professor, effective February 1, 1944, with request for increased salary to be included in the next budget of the College.

Upon the recommendation of the Faculty Course of Study Committee of the College, Dean Machmer and President Baker, it was

VOTED: To recommend that the Trustees approve the following new course of study.

New Course

Home Economics 53 - (I) Experimental Foods. For juniors and seniors. The testing and comparing of different food materials and methods of preparation with special emphasis on substitutes and war time needs. 1 class hour 1 3-hour lab. Credit 2.

Department of Food Technology

President Baker recommended that the Trustees change the name of the Department of Horticultural Manufactures to Department of Food Technology. He said that when the department was originally established, the name Horticultural Manufactures was descriptive of the activities of the department, the primary activity in the early days being the canning and preservation of food. Since then, the department has undertaken research in the field of food chemistry and food values and has gained nation-wide reputation for its work, attracting graduate students from all over the country. After discussion, it was

VOTED: To recommend that the name of the Department of Horticultural Manufactures be changed to the Department of Food Technology to take effect on February 1, 1944.

The meeting was adjourned at 3:45 P.M.

Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

January 18, 1944, 3:45 P.M., Parker House, Boston, Mass.

COMMITTEE

Chairman Bartlett, presiding

PRESENT: Trustees Bartlett, Brett, Saltonstall, Whitmore, Malcolm, Hubbard, President Baker, Treasurer Hawley, Secretary Burke

Veterans Rehabilitation Bureau

President Baker informed the committee that the Veterans Rehabilitation Bureau has sent one veteran of World War II to the College for an instructional program in the Stockbridge School of Agriculture. He reminded the committee that the Stockbridge School made an outstanding reputation in the training of veterans after World War I and that the end of World War II would undoubtedly bring another group of veterans to the school for training. He suggested that the College should be prepared for an influx of veterans by being in a position to work with the Veterans Rehabilitation Bureau. Upon the recommendation of the President and Treasurer, it was

VOTED: To recommend that the Trustees authorize the Treasurer to sign Veterans Administration Rehabilitation Form 1903 dated January 3, 1944, and covering training of one veteran in the Stockbridge School for the period January 3 to June 30, 1944, at tuition charge of $40, fees $6.75, and books and supplies allowance of $30: that the Treasurer also be authorized to sign similar agreements with the Veterans Bureau covering training of veterans at this College at standard rates for tuition and other charges as these may be proposed by the Veterans Bureau and approved by the President of the College.

Army Specialized Training Program

The President described the Army Specialized Training Program under which 48 advanced R.O.T.C. students, who last year were juniors at the College, were returned to the College this fall. The general purpose of the program was to provide the men with an

educational training program while they were awaiting opportunity to enter Officers Candidate Schools. It was expected that they would be at the College during all the present college year. However, the men were suddenly called out late in December and this particular program is now closed. After discussion, it was

MMITTEE

VOTED: To recommend that the Trustees authorize the Treasurer to accept War Department's proposal for final settlement covering Army A.S.T. Program at the College which terminated December 28, 1943; this proposal being one dated January 3, 1944 on Form W.D. No. 47 covering payment in the amount of $4,610.97 for services of Messing, Housing, Medical Care and Instruction of a maximum of 48 advanced R.O.T.C. Students during the period November 2 to December 28, 1943.

A. E. Staley Manufacturing Company

President Baker presented agreement form between the College and the A. E. Staley Manufacturing Company under the terms of which Staley Company would provide a grant of $250 for the College to conduct research on soy bean products. This agreement form is similar to forms which the College has signed over the past twenty years for carrying on research in agriculture financed by industrial concerns. While Mr. Cassidy was on the Board of Trustees, these agreement forms were sent to him for review before being signed by the President and Director of the Experiment Station. With Mr. Cassidy no longer on the Board, the President suggested that the committee might wish to set up a procedure for handling similar agreements in the future. After discussion, it was

VOTED: To recommend that the Trustees authorize the President and the Director of the Experiment Station to sign agreement form with A. E. Staley Manufacturing Company dated January 1, 1944 whereby the College will conduct research on soy bean products, financing the program with funds supplied by the Staley Company.

COMMITTEE

It was also

VOTED: To recommend that the Board of Trustees request the President to seek more industrial grants for research in agriculture.

It was

Industrial Trust Funds

VOTED: To recommend that the Board of Trustees authorize Trustee Bartlett and Treasurer Hawley to prepare a standard form for agreements with industrial concerns under which the College would carry on research in the field of agriculture, so that in the future the President and Director of the Experiment Station may proceed with signing of agreements without separate consultation with the Board.

It was

Unearmarked Trust Funds

VOTED: To recommend that the Trustees authorize the President to expend up to $500 from unearmarked trust funds during the period January 1, 1944 to June 30, 1944.

It was

Sales, purchases, transfers

VOTED: To recommend that the Trustees approve the following sales, purchases, and transfers of securities authorized during 1943 by the Finance Committee.

Sales

1943		
Feb. 16	16M U.S. Treasury 2 3/4s June 15, 1954/51	$17,295.00
	10M U.S. Treasury 3 1/8s June 15, 1946/49	10,681.25
18	2M Youngstown Sheet & Tube 3¼s Nov. 1960	1,928.96
	2M Wheeling Steel Corp. 3½s March 1966	1,763.96
	2M Republic Steel Corp. 4½s Nov. 1956	2,031.45
Sept.14	4M Bethlehem Steel Corp. 3s Feb. 1960	4,085.16

Purchases

1943		
Jan. 8	1M U.S. War Bonds Series G2½s Jan. 1955	1,000.00
Feb. 4	$500 U.S. War Bonds, Series G 2½s Feb. 1955	500.00
16	28M U.S. Treasury 1 3/4s June 15, 1948	28,166.25
18	4M Chicago Union Station 3 3/4s July 1963	4,372.75
Sept.10	4M U.S. Treasury 2s Sept. 15, 1953/51	4,000.00
Dec. 16	2M U.S. War Bonds, Series G, 2½s Dec. 1955 reg.	2,000.00

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Called Bonds

1943

April	16	5M Puget Sound Power & Light 5½s June 1949	5,074.11
	21	1M Wilson & Co. 4s July 15, 1955	1,039.81
Sept.	7	2M Northern Indiana Public Service 3 3/4s Aug. 1969	2,125.00

Transfers of cash principal to College

1943

Jan.	22	Massachusetts State College	36.59
Feb.	18	" " "	1351.62
July	8	" " "	6113.92
Nov.	1	" " "	85.16

Treasurer's Report

Treasurer Hawley presented his financial report for the period December 1, 1942 through June 30, 1943. He reported also on the operation of fraternity houses leased by the College and used as dormitories during the war emergency and on the financial condition of the self-liquidating dormitories. It was

VOTED: To recommend that the Trustees accept the Treasurer's report as presented.

Bonds

Treasurer Hawley informed the committee that six bonds totaling approximately $34,000 may be called in the near future and that the committee should give attention to the reinvestment of this money. It was agreed that Trustees Bartlett, Brett, Whitmore and Saltonstall each would make recommendation to the Treasurer for reinvestment of $7,500 and the committee could then consider what further action should be taken.

The meeting was adjourned at 4:45 P.M.

Secretary

COMMITTEE

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE EXECUTIVE COMMITTEE

February 8, 1944, 12M, Parker House, Boston

Chairman Bowditch presiding

PRESENT: Trustees Bowditch, Bartlett, Brown, Malcolm, Whitmore, Treasurer Hawley, Secretary Burke

Following is the call for the meeting.

January 31, 1944

To the Executive Committee
Board of Trustees
Massachusetts State College

Call

At the request of the Chairman, a luncheon meeting of the Executive Committee of the Board of Trustees, Massachusetts State College, is hereby called to convene on Tuesday, February 8, 1944, at 12 o'clock noon at the Parker House in Boston.

The purpose of the meeting will be to consider and act upon the College Post War Building Program and to transact such other business as may be properly presented.

A meeting with the State Emergency Public Works Commission has been arranged for 2 o'clock on the same day.

Sincerely,

/s/ James W. Burke
Secretary

Chairman Bowditch read to the Committee a letter of February 1 to President Baker suggesting that the President take a two months' leave of absence to recover fully from his recent illness and also President Baker's reply of February 5. It was the unanimous feeling of the Committee that the best interest of the College will be served through having the President take a leave of absence, so that he will recover his strength to carry on the work of the College in the important years of change ahead. After discussion, it was unanimously

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VOTED: That in the best interest of the College, President Baker, just having recovered from pneumonia, should take an adequate leave of absence to recover his health and strength and should remain on leave at least until April 1, 1944.

The Committee then discussed the operation of the College during the absence of the President. Chairman Bowditch recalled that on one previous occasion, between presidential terms, the College had been operated by a committee composed of the present Treasurer of the College as Chairman, the Secretary of the College, the Dean of the College, the Director of the Extension Service, the Director of the Experiment Station, and the Director of the Short Courses. It was

VOTED: That, if President Baker wishes, the Committee does authorize the appointment of an administrative committee as outlined above to act during the temporary absence of the President.

Extension Poultry Pathologist

Acting for President Baker, Secretary Burke presented to the Committee the recommendation of Dr. John B. Lentz, Head of the Department of Veterinary Science, and Willard A. Munson, Director of the Extension Service, that Dr. Carlton C. Ellis be appointed to the newly-created position of Extension Poultry Pathologist on March 1, 1944 at basic annual salary of $3600 plus $360 temporary legislative increase.

At the request of Chairman Bowditch, Treasurer Hawley reviewed the circumstances leading up to the establishment of this position. He pointed out that funds were appropriated to carry this position through June 30, 1945 and that an additional appropriation and authorization will be required if the work is to go beyond that date. It was

VOTED: To approve appointment of Dr. Carlton C. Ellis as recommended above.

COMMITTEE

Army Air Force Program

There was discussion of changes and adaptations of the college program which will follow the discontinuation of the Army Air Force Training Program. Treasurer Hawley pointed out that the last group of cadets will not leave the Campus until about the middle of May, so far as the College knows now. He pointed out that the going of the Army Program will still leave many important programs to be carried on. There are more than 700 civilian students on Campus; the Extension Service has had to increase its war time food production program, and the Experiment Station and Control Service have duties, many of them closely associated with the war effort.

However, adjustments will need to be made, and as new developments occur, President Baker will bring these to the attention of the Trustees.

Post War Building Program.

Chairman Bowditch said that the primary purpose of the meeting was to provide opportunity for the Executive Committee to carry out the wishes of the Board of Trustees as expressed at the Annual Meeting in January that the Executive Committee go to the Emergency Public Works Commission and present the Trustees Post War Building Program. Hearing before the Commission is scheduled at 2 o'clock, he said, and it was agreed that all members of the Committee would attend and present the Trustee Building Program.

The meeting was adjourned at 1:40 P.M.

J. W. Burke Secretary

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All members of the Executive Committee met with the Emergency Public Works Commission at 2:00 p.m. at the request of Chairman Bowditch, and Trustee Whitmore, Chairman of the Buildings and Grounds Committee of the Board, presented the Trustee Building Program of five projects as determined at the Annual Meeting.

MASSACHUSETTS STATE COLLEGE

The following action of the Finance Committee of the Board of Trustees of Massachusetts State College is made a part of the official records of the committee and of the Board, February 21, 1944. By mail poll, it was

VOTED: To authorize the Treasurer to sell:
$6,000 Illinois Power & Light Corp. 6s
$4,000 Illinois Power & Light Corp. 5s

and to purchase:
$5,000 Central Pacific RR 1st 4s 1949
$5,000 Wabash RR 1st 4s 1971
$5,000 Erie RR 1st 4s 1995

The following Trustees voted in favor of the above action: Philip F. Whitmore, Richard Saltonstall, Joseph W. Bartlett and Nathaniel I. Bowditch.

Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

April 12, 1944, 12M, Parker House, Boston

COMMITTEE

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Brett, Saltonstall, Whitmore, President Baker, Treasurer Hawley, Secretary Burke

It was

VOTED: To send to James T. Cassidy a letter of appreciation for his long and loyal service as a member of the Board of Trustees and member of the Finance Committee.

Colonial Beacon Oil Company

President Baker presented application from the New England Branch of the Colonial Beacon Oil Company of Boston for lease of right of way for an oil pipe line through lands of the Waltham Field Station. The President said that the line would be put through a section of land which is not now used by the Station and that the proposed construction would not prevent future use. He said that Professor Koon, Head of the Station, was in favor of the plan and that he, the President, also endorsed it. After discussion, it was

VOTED: To recommend that the Trustees authorize the President and Treasurer to proceed with negotiations with the Colonial Beacon Oil Company to allow construction of an oil line through the Waltham Field Station property either by sale or by lease - it being understood that the land on the proposed right of way will not be affected so as to interfere with the operation of the Waltham Field Station.

Sigma Alpha Epsilon

President Baker presented request from the Sigma Alpha Epsilon Fraternity that the fraternity be allowed to renew its option, now expired, on Lot F of the Louisa Baker tract on the College Campus. The Trustees had previously granted option until January 1943.

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The President indicated that discussion of this matter with the Treasurer and the Secretary of the College had convinced him that the war and the uncertainties of the immediate future made it seem unwise to continue option at this time. After discussion, it was

VOTED: Not to renew the option for Sigma Alpha Epsilon Fraternity to purchase Lot F of the Louisa Baker tract in view of the fact that there is no possibility of the fraternity being able to build in the near future.

Army Air Force - contract

Treasurer Hawley discussed the revision of the Army Aviation Training Contract, which revision is to be effective as of November 1, 1943. He pointed out that the revision is in accordance with the terms of the original contract whereby it was agreed that changes in Army payments might be arranged from time to time in accordance with the cost to the College of rendering service to the Army. The contract is on a "no profit-no loss" basis.

The Treasurer then presented tables showing how Army payments will be affected by the rate revision. In general, it has cost the College less to render the service than it was anticipated when the original rates were fixed in the contract, so that the Army will pay less per month from November 1 on than it paid up to November 1.

The Treasurer said that two days had been spent in negotiations with the Army negotiators and that Mr. Ralph Houghton, Deputy State Comptroller, was present during the two days. The Treasurer said that both he and Mr. Houghton were satisfied that the new rates provided adequate compensation to the College and to the State.

There was considerable discussion of the contract revision after which it was

COMMITTEE

VOTED: To recommend that the Trustees sign the supplemental agreement to Army Air Force Contract No. W2620AC-97. This supplemental agreement sets forth changes in payment from the original contract in accordance with figures presented to the Finance Committee by Treasurer Hawley. In making this recommendation, it was understood by the Finance Committee that the supplemental agreement would first be submitted to the Attorney General as to form and that Trustee signatures were to be affixed after the agreement had been submitted to the Commission on Administration and Finance.

Financial Report

President Baker reported that Governor Saltonstall had called on the College Administration for a restatement of the financial needs of the College for the year beginning July 1, 1944 in view of the discontinuance of the Army Program. He said that Treasurer Hawley and Secretary Burke had conferred with the Governor and the Governor had expressed desire to have a written financial statement about the middle of April. Since that time, the Treasurer has reconsidered the financial needs of the College for the year beginning July 1 and has consulted with the Director of the Experiment Station and the Director of the Extension Service to see what changes should be made from the original appropriation.

The Treasurer then presented an estimate of financial needs for the year beginning July 1 showing in detail where budget items could be decreased and where they must be increased.

The Finance Committee considered the Treasurer's statement item by item. It was

VOTED: Not to request additional funds for the Experiment Station above its original appropriation for the year beginning July 1.

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It was also

VOTED: Not to request additional funds for the Waltham Field Station above its original appropriation for the year beginning July 1.

With the exception of the above reductions in the askings of the Experiment Station and the Waltham Field Station, it was

VOTED: To approve the financial estimates for the College for the year beginning July 1 as submitted by Treasurer Hawley and as approved by President Baker and totaling for Personal Service $1,012,126; for Maintenance $267,570; for Boarding Hall $121,000; and for other and supplementary services $76,600.

Building Repairs

Chairman Bartlett requested that Treasurer Hawley prepare a complete list of building repairs needed at the College as a consequence of use by the Army - that he also prepare a statement showing how much money has been paid by the Army for use of facilities and further that the College request from the State Administration the use of this income for putting college buildings into condition when the Army leaves.

Poultry Disease Elimination Service - fees

President Baker presented request from Dr. Lentz, Head of the Poultry Disease Control Laboratory, and endorsed by Director Sievers of the Experiment Station, for authorization for the charging of certain fees to poultrymen for immunizing their flocks against infectious bronchitis. Recent investigational work has shown that poultry flocks can be effectively immunized and the poultrymen of the State are demanding the service and are willing to pay the cost of the service. The Committee

COMMITTEE

VOTED: To recommend to the Board of Trustees the approval of a service for the Poultry Industry to be known as "Immunization Control Program for Infectious Bronchitis" as requested by Dr. John B. Lentz, Head of Department of Veterinary Science and approved by Director Fred J. Sievers of the Experiment Station and the President. Further, that determination of fees to be charged poultrymen for this service to be determined by the President, Director Sievers and Treasurer Hawley and later to be approved by the Board.

Fraternities

There was discussion of whether the State might be in a position to lend financial assistance to the fraternities during this war period so that the fraternities might not go out of existence. It was pointed out that in normal times, the College depends upon the fraternities for the housing of students and that it might well be in the interest of the State to take steps to keep the fraternities in existence. No decision was arrived at. President Baker indicated that further studies would be made and conclusions would be presented at the semi-annual meeting of the Board on May 20, 1944.

Endowment Funds

Following discussion regarding Endowment Fund Investments, it was

VOTED: To authorize Treasurer Hawley to reinvest $4,000 of Endowment Fund principle in United States War Bonds, Series G.

The meeting was adjourned at 3:25 P.M.

J. V. Burke Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Finance

June 7, 1944, 12:30 P.M., Parker House, Boston

PRESENT: Trustees Bartlett, Chairman, Brett, Saltonstall, President Baker, Treasurer Hawley, Secretary Burke

Aviation Reserve Program for 17-year olds

President Baker reported that the First Service Command has asked the College to take a training program for seventeen-year old Aviation Reserve Cadets and that the Trustees have authorized the Administration to accept the program and to proceed with negotiations with the First Service Command. Since then, the First Service Command has submitted a letter of intent to the College calling for academic training program beginning July 10 for 231 boys.

The President reported also that the summer session had opened June 5 with a registration of approximately 155 including 38 freshman students. The fall enrollment will be approximately 700 civilian students.

Treasurer Hawley said that he had developed a budget for the Aviation Reserve Program for the six months' period July 10, 1944 through January 10, 1945. He estimated that the program will provide an income of approximately $80,000 and that the College will need $38,028 in addition to its present budget to carry on the program. The greatest needs are for personnel and for the leasing of fraternity houses. The College will need to add little in the way of additional personnel but will need to provide for vacation overtime services of staff members since the program will run through the summer months. Also, the College will need to lease or extend leases on the following five fraternity houses.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Lambda Chi Alpha
Alpha Gamma Rho
Sigma Alpha Epsilon
A. T. G.
Q. T. V.

The Trustees considered the proposed budget for the Army Program and after questions and discussion, it was

VOTED: To approve the budget as submitted by the Treasurer calling for an addition of $38,028 to the college budget for the fiscal year beginning July 1, 1944 for the purpose of conducting the Army Aviation Reserve Program for approximately six months.

The Committee also

Fraternities - leases

VOTED: To authorize the Treasurer to lease or renew leases on the following five fraternities so that the College may obtain or retain the use of them through January 1945. Lambda Chi Alpha, Alpha Gamma Rho, Sigma Alpha Epsilon, A.T.G., Q.T.V.

Repairs & Renewals

The Treasurer submitted a proposed program of repairs and renewals to be carried out during the year beginning July 1, 1944. The proposed program totaled $43,600 under three headings as follows: (1) General maintenance repairs $22,825 (2) Post Army building repairs $12,300 (3) Repurchase of Army used equipment $8,500. After discussion, it was

VOTED: To approve the repairs and renewal program as submitted by the Treasurer with the following stipulations:

1. That the Treasurer ask for funds to reconvert Butterfield Dormitory to oil burning.

2. That resurfacing and repairs of certain roads and walks be removed from the general maintenance program and included in the post-army building program, and that the roads and walks program be enlarged in view of the fact that road surfacing material has now become available.

MASSACHUSETTS STATE COLLEGE

There was discussion of the fact that the State has received $70,000 from the Army for the use of college-owned buildings. It was pointed out that private colleges receiving army funds for the use of buildings (4% on capital investment) are ear-marking these funds for building repairs and renewals. It is not possible to do this at Massachusetts State College since all funds must be turned into the State Treasury. However, the Trustees felt that every effort should be made to keep the State Administration reminded of this $70,000 and of the need for this money being used to put college buildings into first class condition.

War Food Administrator

President Baker recalled vote of the Executive Committee of the Board on April 30, 1943 authorizing the President and the Director of Extension to enter into agreement with the War Food Administrator so that the Extension Service could accept and expend money allotted to it under terms of H.J. Resolution 96. This resolution provided funds for the Emergency Farm Labor Program to supply workers for the production and harvesting of agricultural commodities essential to the prosecution of the war.

The President reported that on May 27, 1944, the President and Director of Extension had signed a renewal of this same agreement with the War Food Administrator so that the program could be carried through December 31, 1944, and it was

VOTED: To approve signing by the President and the Director of the Extension Service of agreement with the War Food Administrator so that the Extension Service could accept and expend money pursuant to Section 3 of the Farm Labor Supply Appropriation Act of 1944.

The meeting was adjourned at 3 o'clock.

J. W. Burke Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Joint Trustee Committees on
Extension Service and Experiment Station

COMMITTEE

August 30, 1944, 11:00 a.m., Parker House, Boston

Chairman McNamara presiding

PRESENT: Trustees: McNamara, Hubbard, Webster, Whitmore, Brett, Brown, Malcolm, Saltonstall, President Baker, Treasurer Hawley, Secretary Burke

It was

VOTED: To dispense with the reading of the call and with minutes of the last previous meetings of the committees.

The Committee first considered the 1946-47 budget for the Extension Service and approved separately the new positions, the reclassifications, and the items for travel and supplies and equipment. It was then

Extension Service Budget

VOTED: To recommend that the Trustees approve the Extension Service budget for 1946-47 as recommended by the College Administration.

The Committee next considered the Experiment Station budget and separately approved the new positions, the reclassifications, and the items travel and supplies. After discussion, it was

Experiment Station Budget

VOTED: To recommend that the Trustees approve the Experiment Station budget for 1946-47 as recommended by the College Administration.

After consideration of the items making up the budget of the Control Service, the Committee

Control Service Budget

VOTED: To recommend that the Trustees approve the Control Service budget for 1946-47 as recommended by the College Administration.

The meeting was adjourned at 12:30 p.m.

R. W. Burke, Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on
Faculty and Program of Study

MMITTEE

August 30, 1944, 1:30 p.m., Parker House, Boston

Chairman Malcolm presiding

PRESENT: Trustees: Malcolm, Bartlett, Mrs. McNamara, Mrs. Canavan, Hubbard, Webster, Whitmore, Brett, Brown, Carmichael, President Baker, Treasurer Hawley, Secretary Burke, Saltonstall

President Baker announced that Raymond T. Parkhurst, Head of the Department of Poultry Husbandry, had submitted his resignation effective September 7, 1944. He said that Professor Rice, Head of the Division of Agriculture, had been given the assignment of locating a new head for the Department. In seeking candidates, Professor Rice consulted with the members of the Poultry Department and has now recommended appointment of Fred P. Jeffrey who is Associate Professor of Poultry Husbandry at the New Jersey Agricultural Experiment Station. On the recommendation of the President, it was

VOTED: To recommend the appointment of Fred P. Jeffrey to Head of the Department of Poultry Husbandry, effective September 8, 1944 at beginning salary of $3780 basic.

Poultry Husbandry - new Head of Department

President Baker recalled recent action of the Board which changed the name of the Department of Horticultural Manufactures to Department of Food Technology. He recommended that the Trustees now authorize the Department to offer the degree of Doctor of Philosophy in Food Technology. This degree has been granted in past years but the candidates have been recommended by a committee of the graduate school rather than by the department itself. On the recommendation of the President, it was

VOTED: To recommend that the Trustees authorize the Department of Food Technology to offer the degree Doctor of Philosophy in Food Technology.

Food Technology

MASSACHUSETTS STATE COLLEGE

COMMITTEE
Engineering
Reorganization

President Baker said that the College should be prepared to offer short course programs in Engineering to veterans. There is a growing and insistent demand for instruction in this field, and the American Federation of Labor in particular has requested that the College expand its program for Engineering students. After discussion, it was

VOTED: To recommend that the Trustees authorize the College Administration to establish a two-year Engineering program for veterans for a period not to exceed four years from September 1, 1944 and on condition that the Legislature grants the new positions in Engineering requested in the 1946-47 budget.

The Committee then considered the instruction budget for 1946-47. The Committee approved separately the new positions, the reclassifications, and the items for travel and supplies and equipment. It was

VOTED: To recommend that the Trustees approve the instruction budget for 1946-47 as submitted by the College Administration.

The Committee next considered in detail the short course budget and after separate action on each main budget item the Committee

VOTED: To recommend that the Trustees approve the short course budget for 1946-47 as submitted by the College Administration.

The meeting was adjourned at 2:30 p.m.

J. W. Burke Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Joint Trustee Committees on Buildings and Grounds and Finance

August 30, 1944, 2:30 p.m., Parker House, Boston

Trustee Bartlett presiding

PRESENT: Trustees: Bartlett, Mrs. Canavan, Hubbard, Whitmore, Brett, Malcolm, Carmichael, President Baker, Treasurer Hawley, Secretary Burke, Saltonstall

Dormitories

Trustee Brett said that the Associate Alumni have been considering a second self-liquidating dormitory project at the College and are now about ready to submit a proposal to the Legislature provided the Trustees are in favor of the project. After discussion, it was

VOTED: To recommend that the Trustees approve a proposal by the Associate Alumni that the Alumni undertake a second self-liquidating dormitory project at the College.

Seventeen-Year Olds

Treasurer Hawley reported that negotiations are proceeding with the First Service Command toward writing of a contract for the training of the 17-year old aviation cadets who have been at the College since July 5, 1944. The Treasurer reported that the contract was as favorable to the College as the preceding contract with the Army Air Forces and that a similar contract form would be used. It was

VOTED: To recommend that the Trustees authorize the Treasurer to proceed with contract negotiations with the First Service Command for the 17-year old aviation cadet program, contract finally to be signed by a majority of the Board.

The Treasurer said that the aviation students are in need of a caretaker for certain student monies and, it was

Aviation Student Fund

VOTED: To recommend that the Treasurer be authorized to establish and administer an aviation student fund for the A.S.T.R. trainees as a revolving trust fund.

COMMITTEE
Colonial Beacon Oil Company

Treasurer Hawley raised question as to granting of right of way across the Waltham Field Station property to the Colonial Beacon Oil Company. Chairman Bartlett said the Finance Committee had already made recommendation to the Full Board in this matter and that this action should be brought before the Full Board on August 31.

Endowment Funds

The Treasurer reported that there was about $4,000 in uninvested endowment fund monies and that several bonds amounting to about $10,000 would be called soon. He referred to letter previously sent to members of the committee recommending investment of these funds in U. S. Savings Bonds, Series G. After consideration, it was

> VOTED: To recommend that endowment funds now uninvested or shortly to be available for investment totaling approximately $14,800 be invested in U. S. Savings Bonds, Series G.

Tuition

The Treasurer said that under present regulations, students are eligible for the payment of the lower instate tuition rate on certification from the town clerk in the area in which they reside that they are residents of the Commonwealth. He said that the regulation has been subject to various kinds of interpretations and is proving unsatisfactory. After discussion, it was

> VOTED: To recommend that the present resident requirements for instate tuition be modified to a domicile requirement, the exact wording of the regulation to be worked out by the Treasurer and the Chairman of the Finance Committee.

Special Appropriations

The Committee then considered the special appropriation section of the 1946-47 budget. It was felt that the list was perhaps too lengthy to be recommended for a two year period. It was

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MMITTEE

VOTED: To consolidate the budget requests for special appropriations into one list of twelve items for 1946-47, the twelve to be selected by President Baker and his associates for consideration by the Full Board.

It was further

VOTED: That the Engineering Building should be number three on the list and the Armory item should be eliminated from present consideration until more could be learned as to the part the Federal Government would play.

Post War Building Program

The total budget for 1946-47 was then considered. It was pointed out by the Chairman that each Trustee has had about one week for consideration of the recommendations prior to this meeting and that in previous committee meetings detailed consideration has been given to the main sections. He asked if there were any questions or comments and after discussion, it was

VOTED: To recommend that the Trustees approve the 1946-47 budget as modified by the preceding action on the special appropriations item.

Baker, Dr. Hugh P.

Chairman Bartlett recalled that President Baker had been serving as President of the College for almost twelve years and that he has had no raise in salary since his first appointment. His present salary is $7,500 and house and for income tax purposes the house is valued at $1,500 so that the President is required to pay taxes on an income of $9,000. It was

VOTED: To recommend that the basic salary of the President of the College be raised to $12,000 effective July 1, 1945.

Hawley, R. D.

The Committee then reviewed the long service and increasing responsibilities of Treasurer Hawley and the fact that his salary is now limited to a maximum of $4,500 basic. It was

MASSACHUSETTS STATE COLLEGE

COMMITTEE

VOTED: To recommend that the basic salary of the Treasurer of the College be raised to $5,000 effective July 1, 1945 and that the maximum for the position be raised to $6,000 basic.

The meeting was adjourned at 3:45 p.m.

J. W. Burke Secretary

MASSACHUSETTS STATE COLLEGE
Amherst, Mass.

October 10, 1944

Board of Trustees
Massachusetts State College

The following mail ballot is hereby made a part of the official records of the Board:

September 21, 1944

Board of Trustees
Massachusetts State College

At an informal meeting of the Trustees in Boston on September 18 at which six members of the Board were present, there was discussion of the proposal to purchase from the Federal Government certain equipment located at the College which was purchased by the Government for use in connection with the Army Program. This equipment cost originally approximately $9000 and it is offered to us for the price of $4422.98. It is in good condition and offers a good opportunity to the College for the acquisition of such valuable equipment as the new refrigerator condenser at the Boarding Hall which cost $3900 installed, a new electric oven at the Boarding Hall which cost $943 and miscellaneous furniture and laboratory equipment.

MASSACHUSETTS STATE COLLEGE

The Trustees present at the meeting approved the purchase, and in order that we may have formal Trustee action in the matter a vote by mail poll on the enclosed form is requested.

MMITTEE

Very truly yours,

/s/ Robert D. Hawley

RDH/DM

To Treasurer:

In accordance with explanation in your letter of September 21, I hereby approve the purchase of Government owned equipment at price of $4422.98 and authorize the execution of an agreement for that purpose.

September 22, 1944 - Leonard Carmichael

September 23, 1944 - Nathaniel I. Bowditch
Alden C. Brett
John W. Haigis
Clifford C. Hubbard
David J. Malcolm
Philip F. Whitmore

September 24, 1944 - Harry Dunlap Brown

September 25, 1944 - Joseph W. Bartlett
Frank L. Boyden
Julius E. Warren
Louis A. Webster

September 26, 1944 - Richard Saltonstall

October 2, 1944 - Katherine Canavan

_____ Secretary

MASSACHUSETTS STATE COLLEGE

Joint Meeting of Executive and Finance Committees of
Board of Trustees

COMMITTEE

November 9, 1944, 12:30 P.M., Parker House, Boston, Mass.

PRESENT: Trustees Bowditch, Bartlett, Whitmore, Saltonstall, Brett, Malcolm, President Baker and Mr. Hawley

The Executive Committee - Dr. Bowditch, Chairman

Land

President Baker explained to the Committee the offer received from Mrs. Fred S. Morton of Worcester of a large tract of land in the town of Paxton. Mrs. Morton wishes to give this land to the College to be operated as an experimental and demonstration farm and for the training of young people in agriculture. The President pointed out that the distance from the College would make the operation of such a project expensive and impracticable and, as a result of the consideration of the Committee, it was

VOTED: To authorize the President to reply to Mrs. Morton that the Trustees must decline her generous offer, although with appreciation of her interest and generosity.

College Herd - breeds

The President presented a recommendation from Professor Rice, Head of the Division of Agriculture and the Department of Animal Husbandry, that the Aberdeen-Angus breed be substituted for the present Hereford breed of beef animals on the College Farm. Professor Rice explained the reason for this move as the difficulty of securing satisfactory Hereford sires and the increasing interest in the Aberdeen-Angus breed in this section. The change will be made gradually and with little expense. It was

VOTED: To authorize the change from Hereford to Aberdeen-Angus cattle on the College Farm.

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Waugh Arboretum

President Baker recommended that certain areas on the east side of the Campus be set aside for development as a Waugh Arboretum and that their development be under the supervision of the Department of Landscape Architecture. It was

MMITTEE

VOTED: To authorize the establishment of the Waugh Arboretum as recommended by the President.

Veterans Rehabilitation Bureau

The return of Veterans to the College Campus for course work, which has already begun, seems to justify the establishment of a special Veterans Bureau and the President recommended that the Trustees authorize such a Bureau for a period of five years with the understanding that it would be manned by members of the Faculty. It was

VOTED: To authorize the establishment of a Veterans Bureau at the College as recommended by the President.

New Courses

The Faculty Committee on Course of Study has proposed several new courses as described in the memorandum attached to these minutes, and the President recommended that these be approved for inclusion in the new catalogue soon to be published. The President explained that approval of these was being handled in this manner because of the short time available before publication of the new catalogue. He had previously sent to each member of the Trustee Committee on Faculty and Program of Study a description of the various courses and had received word of approval from three members of that Committee. There was a discussion concerning several of the courses proposed, following which it was

VOTED: To approve the courses as recommended.

Salaries - post war increases

COMMITTEE

Eng:
Reo:

President Baker discussed with the Committee the problem of post-war faculty salaries which, he believes, will require attention of the Board of Trustees. He pointed out that the prospect is for large increase of student enrollment in the post-war period and a marked lack of qualified college teachers. The competition for the men available will doubtless lead to some increase in salary levels. This College is restricted by a state-wide classification system and a relatively low rate so that he fears we may be unable to hold better teachers or fill vacancies with well-qualified men. There was discussion of this question but no action was taken.

The meeting adjourned at 1:45 P.M.

Finance Committee - Trustee Bartlett, Chairman

Budget

President Baker explained to the Committee that since the action of the Board of Trustees on the college budget on August 31st, there had been some requests for changes in amounts as approved by the Trustees at that time. The Massachusetts Federation of Poultry Associations at a meeting held on the College Campus had voted to recommend to the Trustees certain additions in the college budget to be requested in the State's Supplementary Budget. Similar requests have been received from the cranberry growers and the Extension Service. The President reported these recommendations to the Committee and it was the opinion of the Committee that action on these requests should be postponed for further consideration at the annual meeting of the Board in January, 1945.

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The Treasurer presented an outline of certain changes in the budget to make minor adjustments, the net result of which is a reduction in the Trustee budget for Maintenance of $8,190.00 in 1946 and $6,590.00 in 1947 -- tabulation of these adjustments is attached to these minutes. Similarly, certain changes were recommended in the budget for Special Appropriation to meet situations which have developed since the Meeting of the Trustees. These include the addition of an item for the construction of a Gas House to replace the house which stands on the site proposed for the New Power Plant, to provide funds for completing the job of Repairing and Repointing the Exterior Walls of South College for which funds appropriated for 1945 are not adequate and to increase the amounts of Special Appropriation requests for projects in the program of the Emergency Public Works Commission so that these will agree with the estimates of the Commission. The net result of these changes in Special Appropriation items is to increase the 1946 request by the amount of $227,500.

Following consideration of these recommendations of the Treasurer, it was

VOTED: To approve changes in the budget for 1946 and 1947 as recommended.

Endowment Funds

The Treasurer presented a report upon the investment of Endowment Funds, indicating that four bonds have been called since July, 1944, total proceeds of which amount to $14,848.57. In accordance with previous authorization of the Committee, U. S. Government Bonds, Series G, have been purchased in the amount of $14,800. Call is pending on several other bonds and the reinvest-

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COMMITTEE

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ment of these funds should have the attention of the Committee. The Chairman asked the Treasurer to send to each member of the Committee a statement on Bonds to be Called, together with recommendation as to reinvestment, for action by mail on this matter.

Army Air Force - contract

The Treasurer explained the progress being made on the termination negotiations for the first Army Air Corps Contract for which the program closed May 18, 1944. Government Auditors have now completed the audit of college accounts and the Army Contract Officer has visited the College for conference with the Treasurer and representative of the State Comptroller's Office on final termination agreement. The audit report indicates that payments made under the Contract totaling $776,480.51 exceed actual cost by approximately $30,000.00 and that a refund of this amount will, therefore, be required. Final adjustments have yet to be made and when this is accomplished and a mutual agreement reached between Army Contract Officers and the College Administration, the matter will be presented to the Trustees for their action on contract termination.

Association of Governing Boards of State Colleges and Universities

President Baker informed the Committee of the meeting of the Association of Governing Boards of State Colleges and Universities to be held at Iowa City on November 14-16, 1944. In recent years, Trustee Whitmore has represented the Board of Trustees at these meetings and it was

MASSACHUSETTS STATE COLLEGE

VOTED: To appoint Trustee Whitmore, representative of the Board of Trustees, at the forthcoming meetings of the Governing Boards of State Colleges and Universities with expenses to be paid from college funds.

MMITTEE

The meeting adjourned at 2:30 P.M.

Robert D. Crawley Secretary Pro Tem

The following new courses have the approval of the Course of Study Committee. We therefore recommend that they be presented to the Trustee Committee on Faculty and Course of Study for their approval.

English 58. (II) American Poetry. - For juniors and seniors. A study of American poetry as a movement away from its European origins to an American quality, the movement being traced through the work of Freneau, Bryant, Poe, Longfellow, J. R. Lowell, Whitman, and Emily Dickinson. Given in alternate years.
3 class hours. Credit, 3.
Professor Prince.

Spanish 71. (I) 72. (II) A study of Spanish poetry and drama, supplemented by collateral reading, reports, and written and oral composition. Prerequisite Spanish 52 or its equivalent.
3 class hours. Credit, 3.
Associate Professor Fraker.

History 91. (I) Historical Bibliography. - For juniors or seniors approved by department. The student will be expected to know the principal secondary works and some of the more important source collections in various fields of History. Training in the assembling of a bibliography on special topics. By arrangement with the Department. Credit, 1.

History 92. (II) Seminar in History. - Principles of historical criticism and research. Papers on assigned topics. By arrangement with the Department. Credit, 1.

87. (II) Individual Intelligence Testing. - For juniors and seniors. Alternates with Psychology 86 (1945-46). A study and evaluation of individual intelligence tests. The specialized abilities needed in the use of the most important tests of this type are developed in the laboratory. These abilities are required of trained psychometrists.
1 class hour; 2 2-hour laboratory periods by arrangement.
10:00-10:50 Tu. Credit, 3.
Prerequisite, Psychology 26 Professor Neet.

1240

Modeling I. A course in elementary modeling, the development of sculptural technique and the correlation of seeing, analyzing and reproducing form in clay and modeling wax.
6 Laboratory hours. Credit, 3.
Assistant Professor Robertson.

Modeling II. A continuation of Modeling I in advanced design and the making of plaster casts from certain original problems in small sculpture, such as plaques, masks and medals or other such pieces.
6 hours of laboratory Credit, 3.
Prerequisite, Modeling I. Assistant Professor Robertson.

73. (I) Wildlife Management. - For juniors and seniors. Life histories, ecology, and management of injurious rodents and the larger predaceous birds. Designed for students of zoology and wildlife management who expect to seek employment with the Federal Fish and Wildlife Service. An individual problem is assigned for study.
1 class hour; 22 hour laboratory periods. Credit, 3.

66. (II) Industrial Mycology. - For juniors and seniors. Identification of the common yeasts and molds used in the manufacture of industrial products. Study and laboratory exercises in the processes involved.
1 class hour; 2 2-hour laboratory periods.
Prerequisite, Botany 1. Credit, 3.

67. (I) 68. (II) Introductory Plant Physiology. - For juniors; seniors may elect. Lectures, text and laboratory experimentation are employed in study of the vital activities of living plants, including (a) chemical changes in the building up, transfer and breaking down of plant substances, (b) changes involved in growth, development and reproduction, with influencing factors, (c) changes in response to external stimuli. This is a basic course for all students planning for advanced work in botany, for students specializing in agriculture and horticulture, and for biologically minded students in other fields. Plant Physiology and Laboratory Plant Physiology by Meyer and Anderson are required as textbook and laboratory manual and the course follows closely the work laid out in these books.
1 class hour; 2 2-hour laboratory periods. Credit, 3.
Associate Professor Clark
Prerequisites, Botany 25, Chemistry 25.

Home Economics: Health Care of the Family: - For juniors and seniors. A brief survey of related community resources and important factors that make for healthful living in the individual family, with emphasis upon physiological and psychological factors that promote good health. Consideration will be given to

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Health conditions in childhood, adolescence and adult life that affect family members.
Signs of illness.
Ways of caring for a patient in mild and chronic illness and convalescence.
Improvising equipment for home use.
Demonstrations of ordinary nursing techniques under home conditions.
Care of emergencies until the doctor comes.
Care of a patient in case members of the family work under the supervision of a visiting nurse.
Credit, 3.

The approval of this course is subject to the following provisos: (1) that it be regarded as a temporary course prompted by the present emergency; (2) that its title be revised to read "Home Nursing"; (3) that certain science courses be listed as prerequisites; (4) that the write-up be condensed and cast into customary form for the College Catalogue; (5) that adequate manpower is available or may be made available.

27. (I) Analytical Geometry. - This course is designed for those who have had Mathematics 1 and 2 or their equivalents and who wish to prepare for later work in the calculus. It is not open to those who have received credit in Mathematics 3 and 4.
3 class hours. Credit, 3.
Prerequisite, Mathematics 2. The Department

COMMITTEE

MASSACHUSETTS STATE COLLEGE

RECOMMENDATIONS TO TRUSTEES FOR CHANGES IN STATE BUDGET FOR 1946-1947

I General Maintenance	1946 Additions	1946 Deductions	1947 Additions	1947 Deductions
1. Correction in cost of new positions because of partial year first year and other minor adjustments:				
Instruction		13,880.		9,770.
Short Courses		370.		
Operation of Plant		2,220.		2,340.
2. To add two janitor positions to				
Operation of Plant	2,280.		2,520.	
3. Transfer of certain maintenance items from "Repairs" to "Ord. Maint."				
Repairs and Renewals		4,000.		4,000.
Ordinary Maintenance	4,000.		4,000.	
4. Addition of Road Repair Item	2,000.		1,500.	
This item was listed in budget but through error the amount was omitted from total				
5. To transfer gas system reconstruction to Special Appropriation item				2,500.
6. To replace electric wiring and inadequate lighting in Campus Bldgs.	4,000.		4,000.	
Totals	12,280.	20,470.	12,020.	18,610.

Summary	1946	1947
Total Maintenance approved by Trustees	1,480,754.	1,510,715.
Less net deduction above	8,190.	6,590.
Revised Maintennce Budget	1,472,564.	1,504,125.

MASSACHUSETTS STATE COLLEGE

II Special Appropriations	Additions
1. Construction of Gas House & Equipment Present House stands on site of proposed new power plant and must be relocated before that is built.	7,500.00
2. Repair, repointing and sandblasting west and north walls of South College, to finish work done in 1944	5,000.00
3. To change item for Power Plant Reconstruction in accordance with recommendation of Emergency Public Works Commission	41,000.00
4. To change item for Heating, Plumbing and Electrical Repairs to Steam Returns and Electrical Distribution in accordance with recommendation of EPWC	155,000.00
5. To change item for Home Economics Building in accordance with recommendation of EPWC	19,000.00
Summary Total	277,500.00
Budget approved by Trustees for Capital Items	3,185,000.00
Add items listed above	227,500.00
Revised Budget	3,412,500.00

MASSACHUSETTS STATE COLLEGE

December 1, 1944

COMMITTEE

Board of Trustees
Massachusetts State College

The following letter of November 22, 1944 from Treasurer Hawley to the Board of Trustees and the resultant mail ballot are made a part of the official records of the Board.

November 22, 1944

To: Board of Trustees

Gentlemen:

Several sections of the electric-distribution lines on the College Campus have been in poor condition for some time and in August, I called this situation to the attention of the Engineer of the Commission on Administration and Finance with the recommendation that steps should be taken this year to get these lines repaired. The September hurricane caused substantial additional damage, blowing down several sections of line, for which we have been able to make only temporary repairs.

Following inspection by State House Engineers and conference with the Budget Commissioner, this repair project was advertised for bids which were opened on November 13. An allotment of emergency funds has been made by the Governor and Council to cover a contract to the low bidder, Kenworthy and Taylor, Inc., of Everett, Massachusetts, in the amount of $6,847.00.

The purpose of this letter is to recommend official approval by the Board of Trustees of this project for which funds are now available and their authorization of the Treasurer to sign a contract with the low bidder, Kenworthy and Taylor, Inc., of Everett, Massachusetts, in the amount of $6,847.00, covering the work according to specifications which have been approved by the Commission on Administration and Finance. The contract will be on our standard form for construction.

This is really an emergency situation and, therefore, I am taking the liberty of requesting Trustee action by mail. Your authorization on the enclosed ballot form will be appreciated.

Very truly yours,

/s/ Robert D. Hawley
Treasurer

RDH/GH

Ballot for Award of Contract

In accordance with the recommendation of the Treasurer in his letter to Trustees dated November 22, 1944, I hereby record my

MASSACHUSETTS STATE COLLEGE

decision with reference to the award of contract to Kenworthy and Taylor, Inc., of Everett, Massachusetts, for the renewal of certain poles, crossarms and cables and certain work on the tree lines of the lighting system located on the College Campus; contract price, $6,847.00.

MMITTEE

Award of contract approved and Treasurer authorized to sign contract.

November 23, 1944 - Philip F. Whitmore

November 24, 1944 - Nathaniel I. Bowditch
Alden C. Brett
Harry Dunlap Brown
Julius E. Warren
Joseph W. Bartlett
David J. Malcolm
Katherine Canavan
John W. Haigis
Richard Saltonstall
Louis A. Webster
Clifford C. Hubbard
Elizabeth L. McNamara

November 25, 1944 - Leonard Carmichael
November 29, 1944 - Frank L. Boyden
Entered in the records of the Board, November 30, 1944.

J. W. Burke Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Finance

December 5, 1944, 12:30 P.M., Parker House, Boston

COMMITTEE

PRESENT: Trustees: Bartlett, R. Saltonstall, Brett, Treasurer Hawley, Secretary Burke

Army Air Force Contract

Treasurer Hawley said that negotiations have been completed with the Army Contract Office concerning the terms for final settlement on Army Contract #W2620AC-97. He recalled that the contract was written on a cost basis and although the Army advanced funds to the College from time to time, the contract was subject to renegotiation to bring payments into line with actual costs as shown by the College. Final settlement shows that the Army has overpaid the College in the amount of $32,487.82. Mr. Hawley said that the Comptroller's Bureau of the Commonwealth has been represented at negotiation conferences and has been kept informed of all proceedings.

After discussion of the terms of contract termination, it was

VOTED: To approve the terms of final settlement of Army Contract #W2620AC-97 and to recommend that the Board of Trustees of Massachusetts State College execute an amended contract covering adjustment of $32,487.82 and also to execute release form covering liability on the part of the Army for so-called "activation" costs.

Food Technology - position of Technical Asst.

Treasurer Hawley said that at the time when the administrative officers presented budget recommendations to the Board of Trustees for the biennium beginning July 1, 1945, one item was omitted which should have been presented; namely, reclassification of one position of Fruit and Vegetable Canner to Technical Assistant in the Department of Food Technology.

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This position has been reclassified for approximately a year on a temporary basis and with the approval of the Director of Personnel. However, before the position can be reclassified permanently, it must be made a part of the college budget and approved by the Legislature. Since the position is now carried on a temporary basis, no increased costs are involved. It was

VOTED: To approve the addition to the budget for the period beginning July 1, 1945 of one position of Technical Assistant in the Department of Food Technology, with the understanding that this will abolish one position of Fruit and Vegetable Canner.

The meeting was adjourned at 2:30 P.M.

Secretary

December 18, 1944

Board of Trustees
Massachusetts State College

The following letter of December 9 from Treasurer Hawley to members of the Finance Committee of the Board of Trustees and the resultant mail ballot are hereby made part of the official records of the Board.

December 9, 1944

Finance Committee of
Board of Trustees

Gentlemen:

At a meeting of the Finance Committee on November 9, I called attention to the prospective call of several bonds in which Endowment Funds are invested and there was some discussion of the reinvestment of these funds. In conclusion, the Chairman instructed

me to send by mail to each member of the Committee a statement concerning this situation with a request for a vote by mail.

COMMITTEE

Of the following list, the Oregon and Washington Railroad and Navigation Company 4's of '61 have already been called and the proceeds are now available for reinvestment. The other three bonds are likely to be called in the near future. It is suggested, however, that action at this time concerns only the funds invested in Oregon and Washington Railroad and Virginia Railway:

Bonds to be called:

	Cost	Call	Gain or Loss
Oregon & Wash. R.R. ' Nav. Co., 4's '61	4,288.52	4,244.90	-43.62
Virginia R.R., 3 3/4's '66	2,185.51	2,120.00	-65.51
New Eng. Power Ass., 5½'s '54	4,900.00	5,075.00	175.00
Wabash R.R., 4's '71	5,148.37	5,087.50	-60.87
Totals	$16,522.40	$16,527.40	5.00

Since investment of these funds is restricted to mortgage bonds of which all of quality carry high premiums, it seems to me that our best procedure for the present is to invest such funds as become available in Government Bonds. Therefore, it is my recommendation that the amount now available or soon to be available for reinvestment totaling approximately $6,300 be invested in Government War Bonds, Series G.

Will you please indicate your decision in this matter on the enclosed ballot form and return in the stamped envelope also enclosed.

Very truly yours,

/s/ Robert D. Hawley
Treasurer

Mail Ballot

I hereby approve the investment of endowment funds available in the amount of approximately $6,300.00 in bonds as follows:

United States War Bonds, Series G.
or
(If you wish to recommend other bonds for purchase please list below)

Alden C. Brett
Joseph W. Bartlett
Nathaniel I. Bowditch
Philip F. Whitmore
John W. Haigis
Richard Saltonstall

James W. Buck Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Agriculture & Horticulture
January 16, 1945, 11:00 A.M., Parker House, Boston

Trustee Saltonstall presiding

PRESENT: Trustees Saltonstall, Brown, Mrs. Leach, President Baker, Professor Rice, Director Sievers, Secretary Burke

Tillson Farm

The following four representatives of the Massachusetts Federation of Poultry Associations appeared at the meeting to speak for items as stated below: Julius Kroeck, John B. Randall, James J. Warren, and Donald Crooks. They requested that the Trustees include an item of $15,000 in the supplementary budget for improvement of research facilities at the Tillson Experimental Poultry Farm and an item of $25,000 beyond present budget askings for enlargement of Paige Laboratory where facilities are inadequate to carry on the present volume of poultry disease activities. They stated that the poultry industry has been increasing steadily in importance in this State, that the research staff at the College is doing an outstanding job with the materials available, but that more facilities are needed for those men to work with. They praised particularly the research work in genetics headed by Dr. Hays and emphasized that they wished to support the poultry items already in the college budget as well as to urge these two new items. They indicated that if the Trustees approve these items, the poultrymen will then back them up before the Legislature.

Poultry Disease Elimination Service

Director Sievers spoke of the natural handicaps of the Massachusetts area for poultry production and said that the only chance for Massachusetts poultrymen to meet out-of-state competition is through efficiency.

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COMMITTEE

In answer to specific question as to how the increased facilities at the Tillson Farm could help Dr. Hays' research, the poultrymen said that because of the small amount of equipment, Dr. Hays must confine his research to a few hundred birds; that by being able to use a larger number of birds, he could arrive at results more quickly. After the poultrymen had retired from the room, the Committee

VOTED: To recommend that the Finance Committee approve inclusion of an item of $15,000 in a supplementary budget for additional facilities for poultry research at the Tillson Experimental Farm.

Professor Rice reported on operations of the College Farm during the past year. He pointed out that the Farm is run primarily as a laboratory; that it provides seed stock for breeders, meat for the meat courses, and animals to state farms. As of October 1, 1944, livestock numbers were as follows: percheron horses 23, sheep 101, swine 85, beef animals 44, dairy cattle 161 plus 7 bulls.

Mastitis - control of

Professor Rice also discussed briefly a bill which is to be submitted to the Legislature by Representative Shepard calling for an appropriation of $30,000 in the first year and $25,000 annually thereafter for the operation of a laboratory on the college campus for the control of mastitis.

The meeting was adjourned at 12:15 P.M.

J. W. Burke Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Buildings and Grounds
January 16, 1945, 12:15 P.M., Parker House, Boston

Chairman Whitmore presiding

MMITTEE

PRESENT: Trustees Whitmore, Brown, Saltonstall, Carmichael, Mrs. McNamara, Mrs. Leach, President Baker, Director Sievers, Treasurer Hawley, Secretary Burke

President Baker reported that no further word has been received from the Emergency Public Works Commission since the Commission approved post war construction of a Home Economics Building, a Heating Plant, and certain electrical and heat lines.

Dormitories

He reported also that a bill has been filed in the Senate by Senator Mahar of Orange under which the Alumni Building Corporation would be permitted to construct two more self-liquidating dormitories -- one for men and one for women.

Campus Planning Council

President Baker described the activities of the Campus Planning Council and introduced Professor Rice who discussed with the committee the progress of studies made by the Council as to the future physical layout of the Campus.

Land - to sororities and fraternities

There was discussion of college policy regarding sale of land to sororities and fraternities for construction of chapter houses. The Committee instructed Professor Rice that the policy of the Board in the past has been to encourage fraternities and sororities to build on Campus as a natural part of the college organization and that the Committee desired to reaffirm this policy.

Chapel - construction of

President Baker reported that he had had inquiry from a religious organization as to whether the College would permit construction with private funds of a chapel on the Campus to be used by all faiths. This question was discussed by the Committee and

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it was agreed that the first procedure would be for the College Administration to check with the pastors of the local churches to learn their attitude in the matter.

The meeting adjourned at 1:15 P.M.

John W Burke Secretary

Minutes of Meeting of Trustee Committee on Faculty & Program of Study
January 16, 1945, 2:15 P.M., Parker House, Boston

Chairman Warren presiding

PRESENT: Trustees Warren, Whitmore, Saltonstall, Brown, Carmichael, Hubbard, Mrs. McNamara, Mrs. Leach, President Baker, Treasurer Hawley, Director Sievers, Professor Rice, Secretary Burke

Degrees

President Baker reported that 32 students will have completed the requirements for the Bachelor's degree on January 30, 1945.

On the recommendation of the Faculty of the College and of the President, it was

VOTED: To recommend that the Board of Trustees award the degree Bachelor of Science to the following candidates provided all degree requirements are completed satisfactorily at the end of the present semester on January 30, 1945 - it being understood that the diplomas will be granted at the May Commencement.

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Irving Jacob Alper
Marjorie Ann Aubertin
Milton Rutherford Barnes
Ruth Marjorie Cole
Christine Gately Harrigan
David Nelson Holmes
Hyman Hershman
Esther Marie Kane, (1933)
Gloria Maynard Kosciusko
Norma Josephine Magidson
Katherine Micka
M. Jeannette Morgan
John J. Natti
Louise Alice O'Conner
John Howland Powell
John Francis Powers, Jr.
Bradley Hickox Raymond
Bertha Slotnick
Paul Stahlberg
Melvin William Stern
Carol Haseltine White
Joseph George Alfieri
Cyril Louis Applebaum
Anne Rosamond Fay
Charles John Rogers
Pearl Wolozin

On the recommendation of the Faculty of the College and of the President, it was

VOTED: To recommend that the Board of Trustees award the degree Bachelor of Arts to the following candidates provided all degree requirements are completed satisfactorily at the end of the present semester on January 30, 1945 - it being understood that the diplomas will be granted at the May Commencement.

Thelma Fay Cohen
Virginia Eva LaPlante
Barbara Charlotte Saver
Charles Frederic Fraker
Arnold Ian Kaplinsky
Beulah May Kolb

Honorary Degrees

President Baker reported that the Directors of the Associate Alumni and the special faculty committee on honorary degrees have recommended four candidates for honorary degrees to be conferred at the May Commencement. He recalled that the policy of the College in the granting of honorary degrees has been one of conservatism but that these candidates are so exceptionally qualified for this honor that he wished to endorse the recommendations of the Alumni and the Faculty. After discussion of the record of each individual, the Committee

VOTED: To recommend that the Board of Trustees award the honorary degree Master of Science to Walter L. Morse of the class of 1895, the honorary degree Master of Agriculture to Evan F. Richardson of the class of 1887, the honorary Doctor of Laws to Albert D. Taylor of the class of 1905, and the honorary degree Doctor of Science to Richard L. Adams of the class of 1905.

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Post War Committee

President Baker described the activities of the Special Faculty Committee on Post War Planning for the College. He said that this Committee has appointed several sub-committees including one on the organization of the College. This sub-committee has been particularly active and after careful study is convinced that the time has come for the College to modify its form of organization. The Committee has recommended that certain of the present divisions of the College should become schools. This recommendation has been discussed in meetings of the Faculty, and the Faculty has voted in favor of this reorganization. The Administrative Officers of the College also favor the reorganization for four reasons; namely, (1) the College organization would be modernized and given a status comparable to that of other colleges and universities of the same character and size. (2) It would improve the morale of the personnel staff and students. (3) It would clarify in the minds of the people of the State and of prospective students the character of the work at the College and the opportunities in such work. (4) It would improve administrative and financial controls.

Schools - organization of

There was lengthy discussion of the President's recommendation and of the full description of the proposal which had been mailed to each member of the committee in advance of the meeting. Question was raised as to whether the creation of separate schools would give the Dean of each school complete autonomy as to entrance requirements and course of study. Question was also raised as to whether this move would tend to deliberalize the curriculum in certain of the schools.

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President Baker explained that to a certain extent each proposed school would have greater autonomy than at present but that any change in entrance requirements or course of study would have to be approved by the President's Cabinet on which the Dean of each school would sit. He explained further that the college program would be divided into an upper division and a lower division. The lower division would be under the direction of the present Dean of the College and this division would have the direction of the students for the first two years of their four-year program. Beginning with the junior year, the students would go into the upper division of the College and into one of the separate schools. No increased cost is involved in the recommended change.

It was agreed that there were still some organizational and administrative details to be worked out but that the proposed reorganization was sound and desirable. It was

Agriculture, Horticulture, Science, Liberal Arts, Home Economics - Schools of

Division of Engineering

VOTED: To recommend that the Trustees authorize organization of the following schools effective September 1, 1945: School of Agriculture, School of Horticulture, School of Science, School of Liberal Arts, and School of Home Economics, and that the Trustees further authorize creation of a Division of Engineering in place of the present Department of Engineering.

It was further agreed that before September 1, the Administration would meet again with the Committee to discuss details of the reorganization.

Vacation and Sick Leave Rules

At the request of President Baker, Secretary Burke outlined to the Committee the operation of the vacation and sick leave rules enacted by the Commission on Administration and Finance in April, 1943. The Secretary said that these rules have reduced the

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length of vacation which the College can offer to professional and clerical employees other than teachers, that the rules require reduction in the length of vacations which certain staff members now enjoy, and that the enforcement of the new rules has proved exceptionally complicated. The rules raise the question as to how far it is wise to require complete accountability of time from employees of the College whose duties and services cannot be measured in uniform hours each day.

President Baker said that while no action was called for at the present time by the Administration, he wished the Trustees to be informed in this matter.

In discussion which followed, the suggestion was offered that a delegation of Trustees might call on the Commission to see whether some changes in the regulations might be made for the College.

The meeting was adjourned at 3:30 P.M.

L O Brooks Secretary

160 (b)-11-43. 13051

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Finance
January 16, 1945, 3:30 P.M., Parker House, Boston

Trustee Whitmore presiding
in the absence of Chairman
Bartlett

PRESENT: Trustees Whitmore, Saltonstall, Brown, Mrs. McNamara, Mrs. Leach, President Baker, Treasurer Hawley, Director Sievers, Secretary Burke

Cranberry Station

Russell Makepeace, President of A. D. Makepeace Company, and Homer L. Gibbs, President of the Cape Cod Cranberry Growers' Association appeared at the invitation of the Committee to present request for creation of a new position of Research Professor of Agronomy at the Cranberry Experimental Station in Wareham. These men recalled that cranberries are one of Massachusetts largest agricultural export crops and that Massachusetts for many years has been the leading state in the production of cranberries. In later years the industry has grown in other regions and the Massachusetts growers feel the need for more scientific information on production so that they may continue to maintain their competitive position. Cranberries are such a unique crop that little is known relatively of their culture and particularly of their nutritional needs. It is known that bogs which have been in production for 40 to 80 years produce less today than formerly but no one knows exactly what the crop has taken from the soil which needs replacement.

Director Sievers reviewed the history of the Cranberry Experimental Station at Wareham and said that the interest of the College in cranberries began when growers faced problems of insect control. Some 35 years ago Dr. Franklin was sent to the Cape to

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investigate insect problems and has remained and made cranberry investigational work his life program. However, he is not a trained agronomist and cannot handle the problem now faced by the growers.

The cranberry growers spoke very highly of the work of Dr. Franklin. They pointed out that the Wareham Station ranks high in all agricultural experimental work in the nation and that Dr. Franklin is famous nationally for his work. After the men retired, the Committee

New Position

VOTED: To recommend that the Board of Trustees include an item of $3960 in the supplementary budget for creation of a new permanent position of Research Professor of Agronomy at the Cranberry Station in Wareham.

New Position

There was discussion of another item proposed for the supplementary budget; namely, an Extension Specialist in Dairy Husbandry, a Junior Clerk, and funds for maintenance and travel for this new position. This position was requested by a group of county agricultural agents. After discussion, it was

VOTED: To table this request until further study of the need for the position can be made by the College Administration.

Most members of the Finance Committee, having been present at meeting of the Committee on Agriculture and Horticulture and having heard the presentation of needs of the poultry industry, it was

Tillson Farm

VOTED: To recommend that the Board of Trustees include an item of $15,000 in the supplementary budget for improving facilities for poultry research at the Tillson Experimental Farm in Amherst.

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Boys' State Program

President Baker informed the Committee that the American Legion plans to continue the Boys' State program and in fact to lengthen the program to 9 days and to increase the number of boys to 750. The Legion wishes to begin its sessions on June 25. In order to finance this program, it will be necessary to request funds in the supplementary budget. On the recommendation of the President, it was

VOTED: To recommend to the Trustees to include an item of $6,700 in the supplementary budget for operation of the Boys' State program.

Waltham Field Station

President Baker said that a discrepancy had arisen as to cost of the proposed Headquarters and Office Building at the Waltham Field Station. This building is one of the proposals in the post war building program of the College as submitted to the Emergency Public Works Commission. Detailed proposal was submitted to the Commission calling for construction of this building at cost of $100,000. However, when the College Administration submitted its budget to the Trustees last September, the amount indicated for this building was $75,000. The President requested permission to have this error corrected. After discussion, it was

Emergency Public Works Commission

VOTED: To recommend that the Board of Trustees amend the budget for the period beginning July 1, 1945 to show Headquarters and Office Building at Waltham Field Station in the amount of $100,000.

Sale, Transfer, Purchase of Securities

Treasurer Hawley said that in accordance with formal agreement, the Springfield Safe Deposit and Trust Company has requested Trustee confirmation of transactions of the past calendar year as recorded in detail with its letter of January 3, 1945 attached. Each transaction has been covered by action of the Finance Committee. It was

COMMITTEE

VOTED: To recommend to the Board of Trustees that transactions of the past year by the securities agent, the Springfield Safe Deposit and Trust Company, as listed herewith, be confirmed.

The Treasurer reported that $654.56 had been expended from Burnham, Sessions and Wheeler Funds during the period January 1 to December 31, 1944 and on his recommendation, it was

Trust Funds

VOTED: To recommend that the Board of Trustees approve expenditures from Burnham, Sessions and Wheeler Trust Funds for the year closing December 31, 1944 amounting to $654.56 and that the Board authorize the President to expend from the income of these unearmarked funds an amount not to exceed $750 in the year 1945.

Schedules

Treasurer Hawley described the present procedure at the College in paying bills under the centralized accounting system. He said that schedules for payment of bills are prepared daily and that under the law these schedules must be approved by a representative of the Board of Trustees. This representative may be the President of the College or the Secretary of the Board. It happens occasionally that both the President and Secretary are out-of-town at the same time, and in this case the schedules have been signed by Mrs. Canavan, Trustee of the College, who resides in the town of Amherst. Mrs. Canavan's term as Trustee has expired and some new person should be delegated by the Board with sufficient authority to sign the daily schedules. It was

Assistant Secretary of the Board of Trustees

VOTED: To recommend that the Board appoint Gunnar E. Erickson, Business Officer of the College, as Assistant Secretary of the Board whose only function will be to approve and sign schedules in the absence of the President and Secretary.

The meeting was adjourned at 5 o'clock.

J. C. Burke Secretary

MMITTEE

MASSACHUSETTS STATE COLLEGE

SPRINGFIELD SAFE DEPOSIT AND TRUST COMPANY
Springfield 2, Massachusetts
January 3, 1945

Mr. Robert D. Hawley, Treasurer
Massachusetts State College
Amherst, Massachusetts

Dear Mr. Hawley:

In accordance with our usual practice, we submit herewith a list of investment changes in the Massachusetts State College Agency for the year 1944 in order that these changes may be ratified by your board of trustees.

Very truly yours,

/s/ Mabel E. Kronvall
Assistant Secretary

MEK:bb

Massachusetts State College

Sales

1944			Proceeds
Feb. 25	4M	Illinois Power & Light Co. 5s Dec. 1956	$4,217.16
	6M	Illinois Power & Light Co. 6s Apr. 1953	6,408.38

Purchases

1944			
Feb. 23	5M	Erie Railroad Co. 4s Jan. 1995	5,207.12
	5M	Wabash Railroad Co. 4s Jan. 1971	5,148.37
	5M	Central Pacific Railway 4s Aug. 1949	5,093.37
Apr. 15	4M	U. S. War Bond Ser.G, reg. 2½s Apr. 1956	4,000.00
Sept.12	4M	U. S. War Bond Ser.G, reg. 2½s Sept. 1956	4,000.00
Oct. 13	$10,800.	U.S. War Bond Ser.G, reg. 2½s Oct.1956	10,800.00
Dec. 22	4M	U. S. War Bond Ser.G, reg. 2½s Dec. 1956	4,000.00

Called Bonds

1944			Proceeds
Jan. 24	5M	Florida Power & Light Co. 5s Jan. 1954	5,073.86
Apr. 13	1M	Cities Service Power & Light Co. 5½s June 1949	999.86
	3M	Cities Service Power & Light Co. 5½s Nov.1952	2,999.58
July 28	1M	Indiana Hydro Electric Power Co. 5s May 1958	1,019.28
Aug. 3	3M	Pennsylvania Co. 4s August 1963	3,179.29
Sept.18	5M	Armour & Co. of Delaware 4s Jan. 1957	5,248.44
Oct. 9	5M	Chicago Union Station Co. 3 3/4s July 1963	5,398.62
16	4M	Oregon Washington Railroad & Navigation Co. 4s Jan. 1961	4,199.27

Transfer of cash principal to College

1944			
Mar. 10		Massachusetts State College	375.54

COMMITTEE

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

February 19, 1945, 12:30 P.M., Parker House, Boston

PRESENT: Trustees Saltonstall, Brett, Taber, President Baker, Treasurer Hawley, Secretary Burke

In the enforced absence of Chairman Bartlett, Trustee Saltonstall presided. Chairman Bartlett, however, telephoned to offer his advice as to procedures for presenting the college budget at forthcoming hearing by the Ways and Means Committee of the Legislature.

It was

VOTED: To dispense with reading of the call for the meeting and the minutes of the last previous meeting of the committee.

Assistant Secretary of the Board of Trustees

Treasurer Hawley recalled action at previous meeting of the committee, and confirmed by the full Board, in electing Mr. Erickson Assistant Secretary of the Board whose only duty would be to sign schedules and vouchers for disbursement of state funds in the absence of the President and Secretary. The Treasurer said that the Comptroller has raised objection to this arrangement on two grounds. First, Mr. Erickson acts as purchasing agent for the College and so would be approving his own purchases. Secondly, the Comptroller questioned whether Mr. Erickson would really be an officer of the Board in the limited capacity to which he was elected. It was the Comptroller's suggestion that the Treasurer could be authorized by the Board to sign the schedules. After discussion, it was

VOTED: To recommend that the Board of Trustees rescind previous vote electing Mr. Erickson as Assistant Secretary of the Board whose only function would be the signing of schedules and vouchers for disbursement of state funds in the absence of the President and Secretary.

MASSACHUSETTS STATE COLLEGE

It was also

VOTED: To recommend that the Board of Trustees authorize the Treasurer to act for the Board in signing schedules and vouchers for disbursement of state funds in the absence of the President and the Secretary.

President Baker reported briefly on a number of bills before the Legislature of interest to the College. Bills, Legislative

1. H.74. Bill (accompanying H.71, recommendations of the Commissioner of Education) relative to printing the report of the Massachusetts State College.

President Baker said that the original plan was to repeal the requirement that the Commissioner print the Annual Report of Massachusetts State College. Through the efforts of the President, the Commissioner is changing his recommendation so that the section of Chapter 15 relative to the report of Massachusetts State College will be amended rather than repealed, the amendment being that the report shall be presented by the Trustees of the College rather than by the Commissioner of Education.

2. H.78. Bill (accompanying House No. 71, recommendations of the Commissioner of Education) relative to instruction in certain subjects which may be furnished by the Massachusetts State Teachers Colleges and the Massachusetts School of Art in Boston.

3. H.603. Petition of Thomas T. Gray for an amendment of the law relating to food and food products.

This bill would require the College to make tests of meat at the request of dealers. The College lacks personnel and facilities for such tests, and further might be placed in opposition to the Department of Health in court cases.

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4. H.621. Petition of Louis A. Webster (acting Commissioner of Agriculture) for the creation of a state soil conservation committee in the Department of Agriculture for the purpose of conserving the resources of the Commonwealth and relative to defining its powers and duties.

H.777. Petition of the Massachusetts Farm Bureau Federation, Inc., for the establishment in the Department of Agriculture of a state soil conservation committee and relative to its powers and duties.

Westcott, George W.

Leave of Absence

President Baker presented recommendation from the Head of the Department of Agricultural Economics endorsed by the Director of the Extension Service that George W. Westcott, Extension Economist, be allowed a leave of absence for study at Harvard University in the field of Economics. The President explained that during the war no recommendations for leave for professional improvement have been brought to the Board as it was felt that every man at the College should give his best to the war effort. However, it appears that in Professor Westcott's case his professional improvement will be an advantage to the College in preparing him for better service in post war planning in the field of Agricultural Economics. After discussion, it was

VOTED: To recommend to the Board of Trustees that George W. Westcott, Extension Economist, be granted leave of absence for professional improvement during the period November 1, 1945 through June 30, 1946, under arrangements already approved by the Board.

New Position

President Baker recalled that at the last meeting of the committee he had presented recommendation from Director Munson that provision be made in the budget for an Extension Dairy Specialist together with clerk and funds for maintenance and travel. This recommendation was tabled pending futther study of the need for this position.

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The President said that since that meeting, he had consulted at length with Professor Rice, Head of the Division of Agri-

MMITTEE culture, and with the Director of the Extension Service. These men feel that this position would not duplicate the work now being done by the present Dairy Extension Specialist. The purpose of the new position is largely to promote artificial insemination and better herd health. Dairymen are planning to go to the Legislature to ask for funds for establishment of this work. After considerable discussion, it was

VOTED: To include in the budget request for $5600 for establishment of the new position of Extension Dairy Specialist, position of junior clerk, and funds for maintenance and travel.

Discussion then centered on the forthcoming hearing on the college budget before the Ways and Means Committee. Question was raised as to whether the items approved by the Trustees since the college budget was approved should be presented to the Legislature as additions to the regular budget or in the form of a supplementary budget, and it was

VOTED: That these items should be included as additions to the regular budget. Specifically these items are: Budget

$3960 for a new permanent position of Research Professor of Agronomy at the Cranberry Station in Wareham.

$15,000 for improving facilities for poultry research at the Tillson Experimental Farm in Amherst.

$6700 for operation of the Boys' State program.

Question was then raised as to what attitude the Trustees should take as to the new positions requested in the budget. The budget was prepared last summer for the two-year period beginning July 1, 1945 during which time presumably the war would end. Since

that time the people have voted for annual sessions of the Legislature and the budget will now cover a one-year period beginning July

COMMITTEE

1, 1945. There is still the unknown factor of when the war, at least the European phase of it, may end, and it was agreed that the College must be in a position to take care of a large influx of veterans at some unknown time in the future.

On Trustee Bartlett's recommendation it was agreed that the committee would ask Trustee Whitmore to appear at the budget hearing to emphasize the need of the College to be prepared for a large influx of veterans, possibly this fall and certainly by the fall of 1946. It was further agreed that the committee would request Trustees Brett, Haigis, and Taber to be present to lend support to the budget.

It was agreed also that in view of the impossibility of building, no plea would be made for special appropriation items calling for building construction.

The Auditor's Report covering the period October 4, 1943 to October 2, 1944 was mailed by the Auditor to all Trustees of the College. It was

Auditor's Report

VOTED: That the Finance Committee would receive the Auditor's Report for further study and would be prepared to make recommendations as to disposition of the report at the May meeting of the full Board.

Investments

Treasurer Hawley reported that the College has on hand $4,000 of uninvested funds. There was discussion as to the best investment for this money and it was finally agreed that the Treasurer would investigate the possibility of purchasing a fraternity mortgage and would be prepared to make recommendation at the May meeting of the Board. Meantime, it was

MASSACHUSETTS STATE COLLEGE

VOTED: To authorize the Treasurer to invest this money in U. S. Government short term bonds.

MMITTEE

The Treasurer described the problem facing the College Administration in the continuation of some of the regular services of the College and the War Emergency Programs without adequate appropriations to cover the costs. Official requests have been made to the Budget Commissioner for additional funds, but the College has no definite assurance that these will be provided. In the meantime, we feel under obligation to the Agricultural Industry and in support of certain aspects of the Government War-time Program to continue the services which we are rendering, even though it means taking financial responsibility beyond budgetary provisions. Most of these programs are self-supporting financially, and it is certain that the College would be severely criticized if they were to be stopped. It was the sentiment of the Committee that the College Administration should continue the procedure outlined by the Treasurer.

The meeting was adjourned at 3:30 P.M.

J. C. Burke Secretary

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Finance

April 9, 1945, 11:00 A.M., at the office of Bartlett, Jennings and Bartlett, 75 Federal Street, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Taber, Brett, Saltonstall, President Baker, Treasurer Hawley, Secretary Burke

Army Air Force - contract

Treasurer Hawley explained that in accordance with provisions of the original contract with the First Service Command for the training of 17-year old reservists, the Army has suggested revision of the terms of contract. A table comparing the rates under the original contract and under the proposed revision was sent in advance of the meeting to all members of the Finance Committee and also explanatory statment by the Treasurer.

Mr. Hawley said that there are two reasons why the Army wishes to amend the contract:

1. To bring payments into line with reduced number of trainees.

2. To conform to the new Army policy of separate contracts for each cycle of trainees, of which this College has two.

There are no fundamental changes in the rates of payment, and the College will be reimbursed on the same basis as under the original contract. After discussion, it was

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VOTED: To recommend that the Board of Trustees approve supplement #1 to Army Contract No. W-19-073 A.S.T. (SC1)-37 and instruct the Treasurer to execute said supplement in the name of and on behalf of Board of Trustees of Massachusetts State College.

In addition to the supplement above mentioned, the Army desires to write a new contract covering cycle 2 men from February 1 on. After discussion of the terms of the proposed contract, the

MASSACHUSETTS STATE COLLEGE

Committee

VOTED: To recommend that the Board of Trustees approve contract W-19-073 A.S.T. (SC1)-44 and instruct the Treasurer to execute said contract in the name of and on behalf of the Board of Trustees of Massachusetts State College.

There was discussion of the report of the Auditor covering accounts of the College for the period October 1, 1943 to October 2, 1944. Copies of this report were sent by the Auditor's Office to all members of the Board.

Prior to the Committee meeting, the Treasurer submitted written report to Committee members covering questions raised by the Auditor. After discussion of the various recommendations of the Auditor and the suggestions of the Treasurer concerning these recommendations, it was

VOTED: To request the Chairman of the Committee to acknowledge receipt of the report and to inform the Auditor of Trustee action upon it.

Endowment Funds

Treasurer Hawley reported that through the years the Trustees have received substantial amounts of endowment and agency funds which are administered by the Treasurer. He said that these funds have come to the College in small amounts and with the passing of the years, it may be desirable for the Trustees to examine again the sources of these funds and to give the Treasurer speciric authority for administration. While such authority exists in theory, it is not a simple matter to trace the various authorizations through the records of the Boara.

It was agreed by the Committee that it would be wise to make thorough study of these agency and endowment funds and it was

agreed that the Treasurer would consult with the Chairman of the Committee and submit a written report with recommendations at the next meeting of the Committee.

COMMITTEE

The meeting was adjourned at 1 o'clock.

Secretary

MASSACHUSETTS STATE COLLEGE
Amherst, Massachusetts

On May 20, 1944 the Board of Trustees voted to approve a one-year program for the Stockbridge School of Agriculture for the duration of the war with the understanding that certificates of completion of the one-year course, rather than the regular Stockbridge School diplomas, should be awarded to students who successfully complete the course.

This vote was taken because conditions then prevailing made it impossible for students to remain here for the full two years.

Conditions have again changed, particularly with the return of a number of veterans who wish the two-year course. To make the two-year course possible, the Executive Committee of the Board by mail ballot voted to rescind the action of May 20, 1944 and to return the program of the Stockbridge School to the regular peace time arrangements.

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MASSACHUSETTS STATE COLLEGE

The following mail ballot is therefore made a part of the records of the College.

MMITTEE

I vote to rescind action of May 20, 1944 covering the program of the Stockbridge School of Agriculture and to return the program to peace time arrangements.

Signed: Philip F. Whitmore
Joseph W. Bartlett
Harry Dunlap Brown
David J. Malcolm

Secretary

MASSACHUSETTS STATE COLLEGE

Amherst, Massachusetts

June 1, 1945

COMMITTEE

The following mail ballot is hereby made a part of the official records of the Board of Trustees of Massachusetts State College. In accordance with the recommendation of the Chairman of the Finance Committee and the Treasurer, I hereby

VOTE: To approve the report on Endowment, Trust and Agency Funds dated May 9, 1945, and to recommend to the Board of Trustees that the Treasurer be authorized to hold and manage these funds as provided for in said report.

Signed: Philip F. Whitmore
Joseph W. Bartlett
Richard Saltonstall
Ralph F. Taber

(Copy of this report is filed as part of the minutes of the Board of Trustees for meeting of May 26, 1945)

J. W. Burke Secretary

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MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

June 22, 1945, 11:00 A.M., Mr. Bartlett's Office, Boston

Chairman, Trustee Bartlett

PRESENT: Trustees Bartlett, Whitmore, Saltonstall, Taber, President Baker, Treasurer Hawley

It was

VOTED: To dispense with the reading of the minutes of the preceding meeting.

Army Air Force contract

The Treasurer presented a written report upon the termination of Army Contracts W-19-073 (SC-1)-37 and W-19-073 AST (SC-1)-44 covering Army Training Program which ended on April 28, 1945. Under the terms of these Contracts the College has received in total payment $228,910.52. The audit of College accounts, covering the Contracts, indicates that to adjust these payments to cost, there is a refund due the Federal Government in the amount of $4,574.25. Final contract amendment for termination has not yet been prepared by the Army Contract Office and there may be some minor adjustments. It is important to the College to complete this agreement and the refund before the termination of the current fiscal year if possible. Therefore, following discussion and upon the recommendation of the Treasurer, it was

VOTED: To approve the termination settlement of Army Contracts W-19-073 AST (SC-1)-37 and -44 involving a refund of not more than $4,574.25, and that the Committee recommend to the Board of Trustees that the Contract Termination be approved and the Treasurer instructed to execute Supplements to present Contract Nos. 37 and 44 covering such termination in the name of and on behalf of the Board of Trustees.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Trust Funds

The President and Treasurer presented two requests for the establishment of Trust Funds; first, from the Faculty Committee on Visual Education which has been offered private financial support for carrying on its Visual Education Program. Upon the recommendation of the President, it was

Educational Motion Pictures Fund

VOTED: To authorize the Treasurer to accept gifts in a sum estimated up to $1,500 for the establishment of an Educational Motion Pictures Fund. This fund to be available both as to principal and income for expenditure upon the order of the Chairman of the Visual Education Committee approved by the President.

The Pest Control Operators Association wish to establish a research fund to be used both as to principal and income in aiding research activities in the Department of Entomology and Zoology. It was

Pest Control Operators Research Fund

VOTED: To authorize the Treasurer to accept this gift for the establishment of the PCO Research Fund which is to be available, both as to principal and income, upon the order of the Head of the Department of Entomology and Zoology with the approval of the President.

Endowment Funds

The Treasurer called the attention of the Committee to the fact that due to bonds recently called, the Endowment Fund of the College has approximately $15,000 uninvested. This is the same matter which was referred to the Committee by mail on June 1. There was discussion as to the best management of this uninvested fund, following which it was

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VOTED: To authorize the Treasurer to invest $15,000 of Endowment Fund Principal in 2½% Treasury Bonds of 1972.

Fraternities - leases

It was explained that the plan to conduct another Army Training Program on the Campus beginning August 1 requires the use of four fraternity houses for the housing of civilian students during the coming year. Authority for continuing the leases of

these houses has been secured from the Governor and Council.

Accordingly, it was

MITTEE

VOTED: To authorize the Treasurer to renew the leases on the following fraternity houses at the same rental rate for the year beginning July 1, 1945: QTV, Lambda Chi Alpha, Sigma Alpha Epsilon, Alpha Gamma Rho.

Hailstorm

The President reported the severe damage done to college greenhouses by the heavy hailstorm of June 15 -- approximately 1700 panes of glass were broken and the problem of repair is a serious one. The situation has been surveyed by a representative of a greenhouse construction corporation and he estimates that it will cost approximately $9,000 to repair the glass and do other essential repairs in the four French Hall ranges and the Vegetable Gardening house. Due to the war the repair of these houses has been neglected for several years and it is now necessary to not only replace the glass but to repair frames which work has been postponed heretofore.

French Hall Ranges

Durfee Plant-house

The Durfee Planthouse which is 75 years old and houses, among other things, the College's valuable botanic collection, has been in serious disrepair for several years. The storm damage now presents a problem which must have an early and definite solution. It is the opinion of the Greenhouse Construction Representative that it would cost more to repair the old house than it would to build a new one with equal facilities. His estimate of the cost of a new house is $50,000.

After discussion of the problem, it was

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MASSACHUSETTS STATE COLLEGE

VOTED: To authorize the Treasurer to submit a request through the Supplementary Budget for an appropriation of $59,000 for the repair of French Hall and smaller greenhouses damaged by the storm and for the replacement of the Durfee Range Greenhouses.

The meeting adjourned at 12:30 P.M.

Robert D Hawley
Secretary Pro Tem

Minutes of Meeting of Special Committee on College Salaries

June 25, 1945, 12:30 P.M., Parker House, Boston

Chairman Brett, presiding

PRESENT: Trustees: Mrs. McNamara, Mrs. Leach, Brett, Hoftyzer, Carmichael, President Baker, Treasurer Hawley and Secretary Burke

President Baker described the survey of all positions in the State classification system now being made by the Griffenhagen concern of Chicago. This same concern established the present state classification system in 1926 which fixes minimum and maximum salaries for state employees in the various grades.

The President spoke also of Governor Tobin's interest in salary levels at the College and of his desire for specific information and recommendations from the Trustees.

The President emphasized that the question under consideration is one of increasing the general salary levels at the college and not a metter of making recommendations for increased salary of certain individuals.

MITTEE

MASSACHUSETTS STATE COLLEGE

Treasurer Hawley showed a chart of salary levels at 52 land-grant colleges in the United States in comparison with the salaries paid at Massachusetts State College for various professional positions including heads of departments, professors, associate professors, assistant professors and instructors. He pointed out that the salaries paid at this College are only average for all 52 land-grant colleges in the country. These 52 land-grant colleges include those in the south eastern portion of the United States where salary levels are generally lower than in other areas of the nation.

Chairman Brett suggested that the Treasurer prepare another chart showing the standing of Massachusetts State College in relation to institutions having approximately the same size student body and the same amount of investment in plant. It was felt that any comparison should be made with colleges in the east and northeast so that the factor of cost of living would be comparable.

The Chairman suggested that there are two avenues of approach to the problem of increasing salary levels at the College. (1) Dr. Reeves, the educational adviser of the Griffenhagen survey people should be supplied with information so that he will understand the size, scope, and importance of the College. The committee should then go to Dr. Reeves with definite salary recommendations. The other approach would be to draft a letter to Governor Tobin outlining the reasons why salaries should be increased at Massachusetts State College.

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MASSACHUSETTS STATE COLLEGE

Trustee Hoftyzer urged that the letter to the Governor should be drafted so that it will show the human picture involved rather than be a pure recital of statistics. The letter should show how the low salary levels have affected individuals, how it affects the education to be received by young men and women of moderate means in the post-war period, how the College has lot outstanding teachers and researchers in recent years because of low salaries, how many men are involved in the proposed salary change, and how much money is needed.

It was agreed that the President would prepare material to be sent to Trustees Brett and Hoftyzer and that these two men will call on the Governor and present the material to him.

Mrs. McNamara urged that Dr. Reeves and others should be informed of the need for expansion of the College to take care of the number of students who desire to come here. She said it is most unfortunate that the College has to limit numbers and turn away fully prepared students because of lack of facilities.

The meeting was adjourned at 2:45 P.M.

J. S. Burke Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

June 27, 1945, 11:00 A.M., President's Office, Amherst

MITTEE

Chairman Whitmore presiding

PRESENT: Trustees Whitmore, Haigis, Brett, Taber, Hubbard, Malcolm, Mrs. Leach, President Baker, Treasurer Hawley, Secretary Burke

It was

VOTED: To dispense with the reading of the call and the minutes of the last previous meeting.

Dormitories - self liquidating

The first point of discussion was the two new dormitories to be built on a self-liquidating basis by the Alumni Building Corporation. It was felt that with present building costs, twenty-year bonds might necessitate an increase in room rentals over present rates and the Trustees agreed that it would be desirable to hold room rents down as low as possible. It was suggested that in today's money market, the interest rate on the thirty-year bonds might be lower than on the twenty-year bonds for the first two buildings constructed by the Alumni Building Corporation. No vote was taken but it was agreed that a thirty-year bond issue might be the more desirable.

On the recommendation of the President and after thorough discussion, it was

VOTED: To recommend to the Board of Trustees that both dormitories shall be for women with the understanding that upon completion of the second of the two dormitories, Abigail Adams dormitory shall be renamed and used for men students.

Heating Plant

The Trustees favored heating the new dormitories from the central steam lines and Treasurer Hawley pointed out that this could not be done until the new Power Plant was built. A new Power

COMMITTEE

Plant has been approved for the post-war period. He pointed out also that the use of coal at Butterfield dormitory is depreciating the building faster than the use of oil would depreciate it. Re-conversion to oil would cost about $3,000 and it was agreed that the College should seek to reconvert as soon as possible.

Abigail Adams - reconverting

Question was raised as to the cost of reconverting Abigail Adams dormitory to men's use. The Treasurer said that this espense would not be great as certain repairs are needed there in any event.

At luncheon at Draper Hall the group was joined by the following members of the Campus Planning Council: Messrs. Rice, Chairman, Sievers, Markuson, Armstrong, Blundell and Erickson - and also by Dean Machmer and Louis W. Ross, Architect of the first two self-liquidating dormitories.

Hailstorm

At luncheon Treasurer Hawley reported on hail damage to the college greenhouses and the general deterioration through the years of the Durfee Greenhouse which is used largely for housing a valuable collection of horticultural and botanic specimens. He reported that the Commission on Administration and Finance had sent an engineer to the College to check on the College's request for replacement of the Durfee Range. This engineer agreed that the building should be torn down and a new building erected but did not feel that it would be wise to undertake new building at this time. As a result a small fund may be appropriated for essential repair of the building.

Durfee Range

Greenhouses - change location of

Trustee Whitmore raised question as to the proper location for the vegetable garden experimental work. He said that the plots

are now on soil which is not typical of Connecticut Valley soils used for vegetable production and that in new greenhouse construction consideration should be given to moving the plots and head house to location where soil is more typical of valley conditions.

MITTEE

The total recommended for greenhouse repair by the Budget Director for supplementary appropriation is $12,000.

State Highway re-routed

After luncheon the group adjourned to the agricultural library in Stockbridge Hall where the Campus Planning Council presented a scale model of the campus showing present buildings in situ and their proposals for future development of the campus. They pointed out that proper development in the future calls for elimination of the north-south highway running through the campus. They discussed with the Trustees also possible location for proposed new chapel and specifically recommended an addition to the present chapel on the campus.

The Trustees and the Campus Planning Council then went to the proposed site for the Home Economics Building, then to the proposed site for the two new dormitories (on the bench south of Fisher Laboratory) and finally to the proposed site for building of sorority houses (on the Plainville Road east of the old cavalry stable). The Trustees then met in the President's Office and, it was

VOTED: To urge the Public Works Commission to eliminate the north-south highway running through the campus for the following reasons, all essential to proper development of the College.

1. Construction of future buildings and proper use of the land area of the campus requires elimination of the road.

2. Satisfactory landscape development of the campus and enhancement of its natural beauty requires elimination of the road.

COMMITTEE

3. Safety of students in passing from classroom to classroom demands elimination of the road. The committee wishes to stress particularly the factor of safety in the years ahead as campus population and traffic increase.

It was

VOTED: To request the Chairman of the Committee to present this vote to the Public Works Commission and urge the cooperation of the Commission in the elimination of the highway.

The Committee suggested that the Chairman also call attention of the Public Works Commission to the fact that the full Board has already gone on record in writing with the Commission as favoring elimination of the north-south highway.

Dormitories - location of

Consideration was then given to the location of the two dormitories to be constructed by the Alumni Building Corporation and after discussion, it was

VOTED: That both dormitories be located on the table land south of Fisher Laboratory, but as close to Butterfield House as topography will allow.

Home Economics Building

The Committee expressed opposition to the location of the Home Economics Building north of Walter Johnson's home between Stockbridge Road and Route 116. It was agreed, however, to defer action on the location until the August meeting of the Board. Meantime it was agreed to request the Campus Planning Council to study the proposal of locating the building on Stockbridge Road between French Hall and Fernald Hall and to consult with the women of the Home Economics Department to get their views concerning this location.

Sorority Houses

There was discussion of proposal from sororities for purchase of land on Plainville Road for building of sorority houses. Action on this matter was deferred until the August meeting.

MASSACHUSETTS STATE COLLEGE

Campus Plan

Trustee Brett expressed opinion that the College lacks a long range plan of the campus. The Trustees need a long range plan for their guidance in making decisions on locations of particular buildings. He suggested two alternatives: (1) Hiring of an expert consultant. (2) Making best use of the material at hand; that is, the Trustees might approach graduates of the College who are famous in the field of landscape architecture and obtain their cooperation in working with the Campus Planning Council for the development of a long range program.

MITTEE

It was

VOTED: To request Trustees Brett and Whitmore to approach outstanding Alumni in the field of landscape architecture and seek to obtain their cooperation in the development of a long range campus planning.

It was agreed that the President and Secretary should find out if Federal or other funds could be made available for the development of campus planning.

Water Supply

There was discussion of the need for increasing the water supply of the College Pond if the Pond is to be enlarged or even maintained at its present size. Mr. Brett suggested that the Treasurer should have measurements of flow of water in stream which feeds Pond to determine if possible whether the present stream would supply water necessary for an enlarged Pond. In connection with this, it was suggested that perhaps the College could save considerable money on its water bills by producing its own supply.

The meeting was adjourned at 4:15 P.M.

R. O. Burke Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

August 29, 1945, 6:00 P.M., Parker House, Boston

Mr. Malcolm presiding

COMMITTEE

PRESENT: Trustees Malcolm, Brett, Hubbard, Cole, Mrs. Leach, Taber, Carmichael, Brown, Whitmore, Mrs. McNamara, Louis W. Ross, President Baker, Treasurer Hawley, Dean Machmer and Secretary Burke

Home Economics Building

President Baker reported that the Legislature has appropriated $393,000 for construction of a Home Economics Building and $130,000 for renovation of heating and electrical lines. The item for the Power Plant, approved by the Emergency Public Works Commission, was not approved by the Legislature.

Water Rates

The President reported also that the water rates at the College have increased about 50% since the water system was purchased by the Town of Amherst. Formerly the College paid $5,000 per year, and it now pays $7,400 per year for water. After discussion, it was

VOTED: To recommend that the Trustees authorize the College Administration to study the possibility of having its own wells and to make further report to the Board of Trustees.

Student Enrollment

There was a discussion of the expected student registration in the fall, and the President recalled that women students still predominate, but that there will be a renewed demand for admission of men students beginning this fall or certainly by the second semester. He pointed out that the College will need to expand both staff and buildings to handle the student load in postwar years.

Special Capital Outlay

The Committee then considered the Special Capital Outlay items in the budget and recommended that the list be approved as

MASSACHUSETTS STATE COLLEGE

submitted by the Administration with the following exception:

1. Add under Power Plant an item for renovation and extension of heat lines to cost approximately $125,000.

2. Increase the building costs by 25% to allow for the higher cost of building except for such items as have been computed recently.

3. Add to the group of necessary buildings, an item of $60,000 for renovation of a barn and building of greenhouses for the vegetable gardening work.

4. Move lower down in the list the small items such as the saw mill.

Campus Plan

The Committee then discussed the location of the Home Economics Building on which construction will begin soon. The need was expressed for a general campus plan so the Trustees might make more intelligent decisions when locating the buildings.

At this point Trustee Brett reported that he and Trustee Whitmore have approached nine Alumni of the College who have outstanding reputations in the field of landscape architecture. Replies have been received from seven of these men indicating that they would be glad to come to the College and offer assistance toward beginning a comprehensive campus plan. This meeting may be held in September.

State Highway - rerouted

Trustee Whitmore reported that he had discussed with the State Highway Commission the location of the north-south main highway now approaching Amherst from the north. He learned that definite plans are made for this road to come into North Amherst. Plans from that point south are uncertain. After very considerable discussion, the Committee

Home Economics Building - site

VOTED: To reaffirm the location of the Home Economics Building on the site as approved by the Board, by the Campus Planning Council and by the Home Economics Department.

At the same time the Committee

VOTED: To recommend that the Trustees authorize a slight change in the exact location on the site as shown on plan prepared by the Campus Planning Council.

Sorority Houses

There was a discussion of a site for Sorority Building, and it was

VOTED: To postpone consideration of this site until a later date.

Self-liquidating Dormitories

The Committee discussed dates for completing the two self-liquidating dormitories to be constructed by the Alumni Building Association, and it was

VOTED: To recommend that the Trustees request that the first building, or the first unit of one large building, be ready by February, 1947, and the second building, or the second unit of a larger building, by the fall of 1947, if these dates can be met by the builders.

It was

Home Economics Building

VOTED: To recommend that the Board of Trustees approve the proposed contract with Louis W. Ross for services as architect for the construction of the Home Economics Building, and authorize the Treasurer to execute said contract in the name of and for the Board of Trustees.

It was

Home Economics Building

VOTED: To recommend that the Trustees authorize the Treasurer to advertise for bids and otherwise proceed for the purpose of negotiating contract for construction of Home Economics Building, said contract to be presented to the Board of Trustees for approval and final authorization.

It was

Steam Lines

VOTED: To recommend that the Board of Trustees approve proposed contract with Edward C. Brown Company for services as Engineer for the repairs and improvements to steam lines and electrical distribution system and authorize the Treasurer to execute said contract in the name of and for the Board of Trustees.

MASSACHUSETTS STATE COLLEGE

It was

VOTED: To recommend that the Board of Trustees authorize the Treasurer to advertise for bids and otherwise proceed for the purpose of negotiating contract for repairs and improvements to steam lines and electrical distribution system, said contract to be presented to the Board of Trustees for final approval and authorization.

Steam Lines

The meeting was adjourned at 10:30 P.M.

Secretary

MINUTES OF JOINT MEETING OF COMMITTEES ON
EXPERIMENT STATION AND EXTENSION SERVICE

August 30, 1945, 10:00 A.M., Parker House, Boston

Mrs. McNamara presiding

PRESENT: Trustees Mrs. McNamara, Mrs. Leach, Hubbard, Cole, Brown, Malcolm, Whitmore, Saltonstall, President Baker, Director Munson, Treasurer Hawley, Director Sievers, Dean Machmer, and Secretary Burke

Budgets

The Committee considered first the budget for the Extension Service, which was explained by Treasurer Hawley and Director Munson, and after consideration of the separate items of the budget, it was

VOTED: To recommend that the Finance Committee approve the State Fund budget for the Extension Service as presented by the Administration, calling for a total of $131,981.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

The Committee then considered the budget of the Experiment Station, which was presented by Treasurer Hawley and Director Sievers. Following discussion of the various items making up the budget, it was

VOTED: To recommend that the Finance Committee approve the Experiment Station State Fund budget as presented by the Administration and calling for an expenditure of $180,772.

It was

VOTED: To recommend the Finance Committee to approve the budget for the Waltham Field Station in the amount of $19,210 as recommended by the Administration.

It was

VOTED: To recommend that the Finance Committee approve the budget of the Control Service in the amount of $138,774 as presented by the Administration.

The meeting was adjourned at 11:00 A.M.

J. O. Burke Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FACULTY AND PROGRAM OF STUDY

August 30, 1945, 11:00 A.M., Parker House, Boston

In the absence of the Chairman, the Committee elected Mrs. McNamara as Chairman protem.

PRESENT: Trustees Mrs. McNamara, Mrs. Leach, Hubbard, Cole, Brown, Malcolm, Saltonstall, Brett, President Baker, Dean Machmer, Treasurer Hawley and Secretary Burke.

Budget

The Committee considered the Instructional budget of the College and

VOTED: To recommend that the Finance Committee approve State Fund budget for Instruction in the amount of $455,712 as recommended by the Administration.

It was

VOTED: To recommend that the Finance Committee approve the State Fund budget for Short Courses in the amount of $74,353 as recommended by the Administration.

It was

Summer Session

VOTED: To recommend that the Finance Committee approve an item of $10,000 for Operation of the Summer School as recommended by the Administration.

Schools - organization of

President Baker recalled that at the Annual Meeting of the Board of Trustees in January of 1945, the Board authorized the stepping up of five divisions of the College to Schools, and the continuation of three divisions. At the Semi-Annual Meeting of the Board in May of 1945, the Trustees accepted a statement of policy as to the establishment of Schools to take effect September 1, 1945. In view of this, the President recommends that the titles of certain heads of divisions be changed. These changes will not involve changes in present salaries. After discussion and upon recommendation of the President, the Committee

COMMITTEE

Dean of Schools

Dean of Women

MASSACHUSETTS STATE COLLEGE

VOTED: To recommend that the Board of Trustees approve the following titles:

1. Dr. William L. Machmer, Dean of the College and Dean of the Lower Division.

2. Professor Victor A. Rice, Head, Division of Agriculture, to become Dean of the School of Agriculture.

3. Dr. Ralph A. Van Meter, Head, Division of Horticulture, and acting now as Associate Dean in charge of Instructional Program for the Army, to be Dean of the School of Horticulture.

4. Dr. Charles P. Alexander, Head of Department of Zoology and Entomology, to be Acting Dean of the School of Science.

5. Professor A. Anderson Mackimmie, Head, Division of Liberal Arts, to be Dean of the School of Liberal Arts.

6. Miss Edna L. Skinner, Adviser of Women, to be Dean of the School of Home Economics.

For the three Divisions, recommendations are:

1. Professor Curry S. Hicks, Head of Division of Physical Education, to continue as Head of that Division.

2. Professor C. I. Gunness, Head of Department of Engineering, to be Head of Division of Engineering.

3. Captain W. E. Ryan to be Head of Division of Military Science and Tactics.

The President reported that it had been necessary to make appointment to the position of Dean of Women, recently authorized by the Legislature. Ordinarily such an appointment would be considered an advance by the Trustees, but through competition it had been necessary to move quickly. The appointee is Miss Helen C. Curtis, now Assistant Dean of Women at the New Jersey College for Women. The Committee reviewed Miss Curtis' record and

MITTEE

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VOTED: To recommend that the Board of Trustees approve her appointment by the President.

The Committee also

VOTED: To recommend that the Board of Trustees approve the following appointments and resignations in the Instructional Staff as reported by the President.

Appointments

Appointments

Katherine A. Clarke, Assistant Professor of French, September 1, 1945.

Helen Curtis, Dean of Women, September 1, 1945.

Virginia Herlihy, Instructor in Physical Education, September 1, 1945.

D. Horace Nelson, Assistant Professor of Dairy Industry, September 1, 1945.

Bryan C. Redmon, Professor of Chemistry, September 1, 1945.

Mrs. Ernestine G. Reed, Dormitory Matron, September 1, 1945.

Paul W. Stickel, Assistant Professor of Forestry, August 1, 1945.

Margaret Woodbridge, Instructor in German, September 1, 1945.

Resignations

Resignations

H. Karl Lutge, Instructor in German, August 31, 1945.

Walter M. Miller, Assistant Professor of Mathematics, August 31, 1945.

Frank M. Mohler, Assistant Professor of History, August 31, 1945.

Lemuel F. Smith, Assistant Professor of Chemistry, August 31, 1945.

Samuel P. Snow, Instructor in Horticulture, August 31, 1945.

Shirley Winsberg, Instructor in Physical Education, August 31, 1945.

Welles, W. S. Emeritus Professor of Education

The President reported that on August 31, Professor Winthrop S. Welles, Head of the Department of Education and Psychology, and Dr. Charles A. Peters, Professor of Chemistry, will

retire. Upon the recommendation of the President, it was

COMMITTEE

Peters, Charles A. - Emeritus Prof. of Chemistry

VOTED: To recommend that the Board of Trustees elect Professor Welles as Emeritus Professor of Education and Professor Peters as Emeritus Professor of Chemistry.

Upon the recommendation of the President, it was

Glick, Harry N. to Professor of Philosophy

VOTED: To recommend that the Board of Trustees authorize reassignment of Dr. Harry N. Glick from Professor of Psychology to Professor of Philosophy and his separation from the Department of Education and Psychology.

This action is the result of increased student demand for Dr. Glick's courses in Philosophy, and will permit of more effective development of this work without hindrance of the work in Psychology. There will be no separate Department of Philosophy.

The Committee

VOTED: To recommend that the Trustees approve the following appointments and resignations in the Experiment Station and Extension Service staffs as reported by the President:

Appointments

Appointments

Walter D. Weeks, Research Assistant in Horticulture, October 1, 1945.

Alfred W. Boicourt, Assistant Extension Specialist, August 1, 1945.

Stanley N. Gaunt, Extension Dairy Husbandman, October 1, 1945.

Thomas J. McElligott, Laboratory Assistant, Waltham Field Station, August 9, 1945.

Resignations

Resignations

Juliette I. Myren, Assistant Extension Specialist, June 30, 1945.

Lawrence Southwick, Research Assistant in Pomology, August 31, 1945.

The President reported that, through a separate bill, the Ligislature has authorized the College to fill five positions, namely:

MITTEE

MASSACHUSETTS STATE COLLEGE

Research Professor
Research Assistant
Technical Assistant
Laboratory Assistant
Junior Clerk

in the newly authorized Mastitis Control Laboratory. No candidates are yet available for these positions. The Committee

Mastitis - new positions

VOTED: To recommend that the Board of Trustees authorize the Administration to fill these positions as soon as candidates can be located.

It was

VOTED: To recommend that the Trustees authorize sabbatical leave for Doric Alviani, Instructor of Music, for one year beginning September 1, 1945, at full salary for the first half year, and no salary for the last half year.

Alviani, Doric

President Baker reported that his attention has been called to the fact that Warren H. McNaught, who left College in 1917 lacking the completion of one course for his Bachelor's degree, is now a Brigadier General in the United States Army, with the 93rd Division Artillery. It was the feeling of the Committee that in the intervening years General McNaught's Army career has undoubtedly provided sufficient mathematical experience and training so that he may now be qualified for his degree. It was

McNaught, Warren H.

degree

VOTED: To recommend that the Board of Trustees authorize the granting of the degree of Bachelor of Science to General McNaught as of the Class of 1918, provided the Department of Mathematics finds that he has completed the equivalent of Mathematics 6.

The President reported that over the past six months the College authorities have had repeated conferences with representatives of the Johns-Manville Company of New York, producers of building supplies, with the Secretary of the Northeastern Retail Lumbermen's Association and others. There has been developed an outline for a course in light building construction. This outline has

Light Building Construction

course in

been revised a number of times, and finally has been accepted by the Faculty Committee on Course of Study. Similar courses will be offered by the University of New Hampshire, University of Connecticut and several State Colleges and Universities in the Middle West.

COMMITTEE

Upon the recommendation of the President, the Committee

VOTED: To recommend that the Trustees approve the course in light building construction as outlined on attached sheet.

Engineering Building

President Baker said that the item of $750,000 for an Engineering Building was omitted from this year's budget with the thought that the Trustees might wish to introduce a separate bill in the Legislature where the item would receive more individual consideration. After discussion, it was

VOTED: To recommend that the Board of Trustees authorize the submission of such bill.

Extension Specialists - change in titles

The President spoke of the handicap of Extension Service specialists in not carrying professorial status in their present titles. The specialists really are teachers and should carry equivalent titles to the resident teachers and the Experiment Station professional workers. The change in title would also help to show that these people are teachers, and as such would qualify for longer vacations than they can now be granted. Upon recommendation of the President, it was

VOTED: To recommend that the Board of Trustees authorize a change in title of the professional members of the Extension Service Staff to Assistant Professor or Professor, according to rank.

The meeting was adjourned at 12:30 P.M.

J. W. Burke Secretary

MASSACHUSETTS STATE COLLEGE

Tentative Curriculum
for
Four-year Course
in

MMITTEE

LIGHT BUILDING CONSTRUCTION
at Massachusetts State College

Freshman Year

1st Semester		2nd Semester	
English 1		English 2	
Mathematics 1 or 3		Mathematics 2 or 4	
Chemistry 1		Chemistry 2	
Drawing		Descriptive Geometry	
Phys. Ed. and Mil. Science		Phys. Ed. and Mil. Science	
One of the Following:		One of the Following:	
History 5		History 6	
Orientation 1		German 2 or 6	
German 1 or 5		French 2, 6 or 8	
French 1, 5 or 7			

Sophomore Year

English 25 and 29		English 26 and 30	
Economics 25 or -		Economics 25 or -	
Psychology 26		Psychology 26	
Mathematics 29		Mathematics 30	
Physics 25		Physics 26	
Shop Work		Shop Work	
Military 25		Surveying	
Physical Education 23		Military 26	
		Physical Education 24	

Junior Year

Mechanics (Statics)	3	Strength of Materials	3
Materials of Engineering	3	*Lighting and Plumbing	3
*Heating and Ventilation	3	*Air Conditioning & Refrig.	3
Economics 81	3	Economics 82	3
*Construction: theory and practice	3	*Construction: theory and practice	3
Elective	3	Elective	3
	18		18

Senior Year

Elements of Structures	3	Landscape	3
Forestry 75	3	Forestry 76	3
House Planning	3	Building Construction	3
Business Law	3	*Contracts, Specifications and Estimating	3
Electives	6	Electives	6
	18		18

*New Courses

MASSACHUSETTS STATE COLLEGE

MINUTES OF TRUSTEE COMMITTEE ON FINANCE

August 30, 1945, 1:30 P.M., Parker House, Boston

COMMITTEE

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Whitmore, Saltonstall, Hubbard, Malcolm, Brett, Cole, Taber, President Baker, Treasurer Hawley, and Secretary Burke

Repairs and Renewals

The Committee first considered the College budget as a whole. Detailed consideration was given to the item for Repairs and Renewals, totaling $98,685. It was

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VOTED: To recommend that the Trustees approve the item of Repairs and Renewals in the amount indicated, with the stipulation that the Treasurer re-word his presentation of certain items to show their essential character.

Five Trustees voted for, and Chairman Bartlett voted against the motion.

Ext
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It was suggested also that the Treasurer show at the bottom of the list the amount of money which the Army has paid to the College for the use of facilities.

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The Committee then considered all items in the budget not considered by the Committees on Buildings and Grounds, Experiment Station, Extension Service and Faculty and Program of Study.

Under the item Operation of Plant, the Committee

Budget

VOTED: On each separate item and to recommend that the Board of Trustees approve a total of $372,465.

Under the item Administration, the Committee considered each sub item, and

VOTED: To recommend that the Trustees approve a total of $91,505.

Under Productive Enterprises, the Committee

VOTED: To recommend that the Trustees approve an amount of $125,140.

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Under Boarding Hall, the Committee

VOTED: To recommend that the Trustees approve an amount of $170,000.

Under Special Appropriations for Maintenance, the Committee

VOTED: To recommend that the Trustees approve an amount of $55,000.

Under Special Appropriations for Capital Outlay, the Committee considered recommendation of the Committee on Buildings and Grounds, and

VOTED: To recommend that the Trustees approve a Capital Outlay program as follows:

A. Necessary

1.	Power Plant Reconstruction	$437,500.
2.	Reconstruction and Extension of Steam Lines	125,000. (approx.)
3.	Engineering Building	750,000.
4.	Physica Building	375,000.
5.	Classroom Building	375,000.
6.	Addition to Chemistry Laboratory	125,000.
7.	Waltham Field Station Office & Laboratory Building	125,000.
8.	Greenhouse and Barn for Vegetable Gardening	60,000.
9.	Portable Sawmill, Building & equipment for Forestry	6,600.
10.	Reconstruction of Cavalry Stable for Central Garage	11,250.
11.	Replace Water Main	7,500.
12.	Incinerator and Building	7,500.
13.	Poultry Plant Additions	13,500.
14.	Completion of Experimental Greenhouse - Waltham	7,600.
15.	Fencing Property at Waltham	3,000.
16.	Equipment for Dairy Laboratory	3,075.
17.	Building for Animal Disease - Control Lab.	375,000.
	Total	$2,807,525.

B. Desirable

1.	Purchase of Powers Property	$ 3,500.
2.	Women's Gymnasium Building	312,500.
3.	Replace Buildings at Mt. Toby Forest Reserv.	7,500.
4.	Physiology Animal House	6,500.
5.	Experiment Station Barn	62,500.
6.	Replace Durfee Greenhouse and Conservatory	65,000.
	Total	$457,500.

COMMITTEE

C. Contingent (Upon Post-War Developments)

1.	Reconstruct Oil Boiler House	$10,000.
2.	Armory for Military Training	200,000.
3.	Reconstruction of Draper Hall	40,000.
4.	Auditorium Building	400,000.
	Total	$650,000.
	GRAND TOTAL	$3,915,025.

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The Committee then considered budget recommendations of the Joint Committee on Experiment Station and Extension Service and of the Committee on Faculty and Program of Study, and it was

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VOTED: To recommend that the Trustees approve the Experiment Station budget, Extension Service budget, the Instruction budget, Short Course budget and Special Item for Summer Session as recommended by these Committees and by the College Administration.

It was then

VOTED: To approve the entire College State Fund budget with previous changes as made by the Finance Committee above as follows:

$1,589,912 for General Maintenance
170,000 for Boarding Hall
55,000 for Special Maintenance
3,915,025 for Capital Outlay

It was

Budge

Waltham Field Station

VOTED: To recommend that the Board of Trustees authorize the Treasurer to conduct necessary transactions for the purchase of tract of land adjacent to the College Field Station at Waltham, for which $3,500 has been appropriated, and also

To authorize the Treasurer to execute required legal papers in the name of and for the Board of Trustees contingent upon approval of such papers as to form by the Department of the Attorney General.

It was

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VOTED: To recommend that the Trustees approve Contract No. W-19-073 AST (SC-1)-48 as proposed covering services and payments for ASTR Program beginning August 6, 1945 for approximately 85 trainees, and

Army Air Force - contract

To authorize the Treasurer to execute said contract in the name of and for the Board of Trustees.

It was

VOTED: To recommend that the Trustees authorize the Treasurer to execute six contracts for repairs and renewals covering the following items on attached sheet: Items 1, 11, 13, 21.

It was

VOTED: To authorize the Treasurer, with the approval of two members of the Finance Committee, to execute such further contracts from this list as may be required.

It was

VOTED: To recommend that the Board of Trustees approve six emergency projects as listed on the attached sheet.

The meeting was adjourned at 5:10 P.M.

J. W. Beeler Secretary

COMMITTEE

MASSACHUSETTS STATE COLLEGE

REPAIR PROJECTS FOR 1945-46
Code 1341-00-74

1.	Memorial Hall Repairs	$ 500.00
2.	Farm Dairy Barn - Resurfacing walls. We did the replastering on this in last fiscal year - all that remains is painting which we propose to charge to Project #10	----
3.	Bowker and Fernald Auditorium Seats.Replacement parts were purchased on 1945 funds.	----
4.	Physical Education Building - Replace floorw	2,500.00
5.	Stockbridge Elec. Repairs - Stage	300.00
6.	Waltham Greenhouse Repairs	700.00
7.	Roof Gutter Repairs - Wilder, South College, East Experiment Station	450.00
10.	Painting Buildings	7,000.00
11.	Women's Toilets - The need at Chemistry Laboratory is more pressing and should be done first - was on list for last year, but couldn't be done. Will include Fernald and others if possible.	1,500.00
12.	Drill Hall Heating System	800.00
13.	Engineering Building Heating System	2,500.00
14.	Fire Alarm System - Draper Hall	275.00
15.	Lewis and Thatcher Furniture - repair & replacement	600.00
16.	1 1/2 ton Truck Replacement	1,200.00
17.	Lawn Mower Unit Replacement	225.00
18.	Toro Tractor Replacement	1,000.00
19.	Bookkeeping Machine	2,500.00
20.	Roads and Walks Repairs	1,000.00
21.	Matrons' Suites at Lewis and Thatcher (approved by Mr. Greenough's letter of 7/5/45)	1,500.00

<u>Emergency Projects not Previously Listed</u>

22.	Physics Laboratory Electric Line Replacement A grounded underground cable must be replaced.	350.00
23.	Infirmary Sewer Line Stoppage Need to relay with 250 ft. 4 in. cast iron pipe.	425.00
24.	Dairy Silo Main silo is cracked and must be repaired.	200.00
25.	Stockbridge Elevator In unsafe condition, needs new parts and overhauling.	325.00
26.	Filter Pump for Physical Education Pool Present Pump in bad condition, needs to be replaced.	350.00
27.	Replace Steam Coils in Durfee Range Greenhouse Cannot heat house in winter unless these are replaced.	300.00
	TOTAL	$26,500.00

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE EXECUTIVE COMMITTEE

October 3, 1945, 12:30 P.M., Parker House, Boston

MITTEE

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Malcolm, Brown, Whitmore, President Baker, Treasurer Hawley, Secretary Burke

It was

VOTED: To dispense with reading of the call for the meeting and with reading of the minutes of the last previous meeting.

Welles, W. S. - retirement of

President Baker reminded the Committee of the retirement of Professor Winthrop S. Welles, Head of the Department of Education and Psychology, effective as of June 30, 1945. He recommended that Albert W. Purvis, now Assistant Professor of Education, be advanced to Professor but said that he wished to reserve the title of Head of Department and to have Purvis act as chairman of the Department without extra compensation above that of Professor. The President said that there is possibility that chairmanships rather than headships of departments may improve the organization of the College and that he would like to try it out as headships become vacant. After discussion, it was

Purvis, A. W. - appointment of

VOTED: To authorize the President to appoint Albert W. Purvis as Professor of Education October 1, 1945 at beginning annual salary of $3,900 including the war increase.

This will leave vacant the Assistant Professorship now held by Purvis for which candidate is not yet available.

Journalism - Professor of

President Baker discussed further with the Committee the need for a person to teach Journalism and to assist in public relations activities. Such position was discussed informally at the

COMMITTEE

full Board meeting in August. The President said that there is a vacancy in a full Professorship occupied formerly by A.K. Harrison in the Department of Landscape Architecture. He requested authorization to use this position to bring in a college trained man experienced in the field of Journalism.

It was the sentiment of the Committee that the President be authorized to use the position vacated by Harrison for the establishment of a Professorship in Journalism with the understanding that when candidate is available, the President will submit nomination to the Executive Committee for final action.

Arboriculture Assistant Professor of

President Baker reported that a group of arborists has been at the College to urge the establishment of a two-year course in the Stockbridge School in arboriculture. Apparently there are opportunities for the placement of trained men in this field and the College is in a position now to undertake most of the required training program. However, to do the job thoroughly it would be necessary to add one position of Assistant Professor of Arboriculture. The President raised question as to whether the Trustees felt that such position should be added to the current budget or whether the arborists should themselves seek the addition of such position through the Budget Director or the Ways and Means Committee. After discussion, it was

VOTED: To table this question for the time being.

The President reported that until the meetings were discontinued during the war period it had been customary for the Trustees to send one of their body to the Annual Meeting of the

MASSACHUSETTS STATE COLLEGE

Association of Governing Boards of State Universities and Allied Institutions. Meetings this year are scheduled for November 15 - 17 at Ohio State University. After discussion, it was

Association of Governing Boards of State Universities and Allied Institutions

VOTED: To send Trustee Whitmore as delegate from the Board and request that he attend the meeting.

President Baker and Trustee Whitmore reported on plans for the meeting of outstanding graduates of the College in the field of Landscape Architecture to be held at the College October 13 - 14 for the purpose of beginning on long range plan for campus development. After discussion of these meetings by the Committee, it was

Campus Planning Council

VOTED: To authorize the payment of travel expenses of these men from unearmarked Trust Funds.

Treasurer Hawley reported that the Alumni Building Corporation is preparing indentures for the issue of bonds for the dormitories and also that he had conferred that morning with the Budget Commissioner, particularly in the matter of heating of the buildings. He raised question whether it might be desirable for the Budget Commissioner and his engineer to sit down with representatives of the Trustees of the College, members of the Building Corporation, the College Administration, and the Emergency Public Works Commission to discuss the plans for the building. He thought that this might have the advantage of gaining in advance the understanding and cooperation of the State Officials so that the work would proceed more smoothly. Question was raised as to the desirability of such meeting and it was finally left that Treasurer Hawley would discuss his proposal with the Alumni Building Corporation.

Alumni Building Corporation

MASSACHUSETTS STATE COLLEGE

COMMITTEE

The Treasurer reported that contract forms are being prepared for the Home Economics Building and that advertising for bids will be done soon.

Army Air Force Contract

The Treasurer reported that the contract with the Army for cycle 2 cadets is completed and that we will need another contract for cycle 3. This contract will probably be almost exactly the same as for cycle 2 cadets and he raised question whether he might be permitted to take this up with the Finance Committee by mail ballot. It was so agreed by the Executive Committee.

There was informal discussion of proposals for investment of $11,000 of Trust Funds which are on hand as the result of bond calls but no action was taken by the Committee.

Advisory Council

President Baker reported that following the authorization by the full Board for establishment of an advisory committee for the College, he has prepared a list of some 90 names of prominent citizens in the Commonwealth. He asked the Committee if it would be desirable for him to reduce the list to some 30 names and then submit it to the Executive Committee for approval. It was

VOTED: To approve this procedure and to request that the President also send the entire list to the Committee.

Treasurer Hawley raised question as to whether representatives of the Trustees should see the Governor concerning the college budget before its final recommendation by the Governor. It was the feeling of the Committee that such procedure would be helpful and the Chairman requested that Trustees Hoftyzer, Taber, and Brett act in this capacity and that their appeal should aim particularly at increasing funds for resident instruction.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Members of the Executive Committee also suggested that it would be wise to work through the interim legislative committee on educational matters.

Leach, Mrs. Joseph S.

In accordance with vote of the full Board in August, Chairman Bartlett announced appointment of Mrs. Joseph S. Leach as member of the Executive Committee of the Board succeeding Dr. Bowditch and requested that the Secretary inform her of her appointment.

The meeting was adjourned at 3 o'clock.

J. O. Burke Secretary

MASSACHUSETTS STATE COLLEGE

Amherst, Mass.

October 19, 1945

COMMITTEE

Board of Trustees
Massachusetts State College

The following letter from Treasurer Hawley to the Board dated October 9, 1945 and the resultant mail ballot are hereby made part of the official records of the Board.

October 9, 1945

To: Board of Trustees

Subject: Approval of New Army Contract

Gentlemen:

At a meeting of the Executive Committee in Boston on October 3, I reported that a new Army Contract was in process of negotiation covering the training program for 171 trainees whose program at the College started on September 1, 1945. This contract is on the same form as previous contracts which have been approved by the Board and the rates of compensation to the College for services are on the same basis as those of the contract last approved.

In view of these circumstances, the Executive Committee authorized me to present the matter of approval of this Contract to the Board of Trustees by mail with the request that action be taken by mail ballot. Such ballot is enclosed herewith - the wording of the action being similar to that taken by the Board on the occasion of its approval of the last contract.

If further information is desired concerning this matter, I shall be glad to supply it.

The early return of the ballot will be greatly appreciated.

Very truly yours,

/s/ Robert D. Hawley
Treasurer

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Mail Ballot

Upon the recommendation of the Treasurer dated October 9, 1945:

VOTED: To approve Army Contract No. W-19-073 AST (SC-1)-49 covering services and payments for ASTR Program beginning September 1, 1945 for 171 trainees and to authorize the Treasurer to execute said Contract in the name of and for the Board of Trustees.

Signed: Philip F. Whitmore
John W. Haigis
Richard Saltonstall
Elizabeth L. McNamara
Alden C. Brett
Ernest Hoftyzer
Julius E. Warren
Leonard Carmichael
Frank L. Boyden
Lottie A. Leach
Ralph F. Taber
Harry Dunlap Brown
David J. Malcolm
Frederick E. Cole

Secretary

COMMITTEE

MASSACHUSETTS STATE COLLEGE

COMBINED MEETING OF EXECUTIVE COMMITTEE AND BUILDINGS AND GROUNDS COMMITTEE

November 8, 1945, 12:30 P.M., Parker House, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Brett, Hubbard, Whitmore, Malcolm, Taber, Carmichael, Mrs. Leach, President Baker, Treasurer Hawley, Secretary Burke

It was

VOTED: To waive reading of the call and reading of the minutes of the last previous meeting of each of the two committees.

President Baker introduced for discussion a number of personnel matters which have come up for attention since the Trustees acted upon college budget for 1946:

Foley, Richard C. - reclassification

1. Recommendation that Assistant Professor Richard C. Foley of the Department of Animal Husbandry who is returning from duty with the United States Navy be reclassified to Associate Professor. In the present budget there is request for reclassification of Dr. Charles J. Rohr of the Department of Political Science from Assistant Professor to Associate Professor. Dr. Rohr is now in Germany in Army Administration and may not be back for two years. The Administration therefore recommends that Foley be substituted in the 1946 budget for Rohr with no change in the amount of money involved in the total budget. After discussion, it was

VOTED: To substitute reclassification of Richard C. Foley from Assistant Professor to Associate Professor for reclassification of Dr. Charles J. Rohr from Assistant Professor to Associate Professor in the college budget for 1946.

Bullis, Kenneth L. - reclassification

2. Last year the college budget requested reclassification of Dr. Van Roekel and Dr. Bullis both in the Poultry Disease

COMMITTEE

Control Laboratory. Dr. Van Roekel's reclassification was allowed and the Director of Personnel suggested that his office would be willing to consider Dr. Bullis' reclassification this coming year. However, the present budget fails to include recommendation for Dr. Bullis' reclassification. At the time the budget was prepared, there was considerable discussion of the Griffenhagen report and it was felt that the Griffenhagen recommendation would be sufficient to take care of Dr. Bullis' promotion.

The Trustees agreed that it would be better to submit in the Trustee budget any desired reclassifications and not depend upon the Griffenhagen report to accomplish desired promotions. After discussion, it was

VOTED: To add to the 1946 budget request for reclassification of Dr. Kenneth L. Bullis from Assistant Veterinary Pathologist to Research Professor of Animal Pathology involving an addition of $120 to the budget.

Dairy Cattle Certification Service - increase in rate

3. Dairymen of the State are urging better service from the College in the Dairy Cattle Certification Service. At present the program is not being carried on a full testing basis, and the College is not meeting all the requests for testing - this because the present wage scale for testers of $3.25 to $4.00 per day is insufficient to attract men to this work. Trustee Saltonstall who speaks for a number of dairymen has requested that an item be submitted in the present budget to increase the pay of the Investigators to $4.75 to $5.50 per day. After discussion, it was

VOTED: To increase the 1946 budget in the amount of $2,747 of which $400 would be for increased travel costs and $2,347 for increased wages of Dairy Cattle Service Investigators to be paid at the rate of $4.75 per day minimum and $5.50 per day maximum.

Salary Increases for President and Treasurer

COMMITTEE

4. For some time a special committee of the Board has been working to obtain salary increases for the President and Treasurer. However, these items were not included in the present budget. It was

VOTED: To add $3,500 to the 1946 college budget to provide for recommended salary increase of the President from $7,500 per year and House to $10,500 per year and House and to provide for recommended salary increase of the Treasurer from $4,500 to $5,500 per year.

Shaw, Frank R. – reclassification

5. The 1946 budget contains recommendation for the promotion of Dr. Frank R. Shaw from Instructor to Assistant Professor of Entomology. Shaw is now filling a temporary Assistant Professorship which is available through military leave of another member of the staff. Should the man in military service return before Shaw's promotion is obtained through budget channels, it will be necessary for Shaw to return to his position of Instructor. Since the Trustees have agreed upon need for his promotion, it would be unfortunate for him to be demoted in title on the return of the man from military service. After discussion, the Trustees

VOTED: To advance Dr. Frank R. Shaw in rank from Instructor to Assistant Professor as of November 1, 1945 and with no increase in salary until the promotion is also accomplished through the budget.

Clerical Staff – 37½ hour week

President Baker informed the Trustees that he had received petition from a majority of the clerks at the College requesting that the work week be 37½ hours with Saturdays free. Basis for their request is that the State House works a 37½ hour week and the clerks at the College receive the same salary and same sick leave and vacation privileges as those at the State House. The matter was discussed at considerable length but the Trustees felt that no Trustee action was called for at the present time.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Journalism - Professor of

President Baker referred to action at the last meeting of the Executive Committee in which the committee authorized the President to search for a Professor of Journalism. Since that time the President has written letters and brought four men to the Campus for interviews. The best candidate is Arthur B. Musgrave who was recommended by Louis Lyons of the Boston Globe and is now doing editorial work for the Radiation Laboratory at Massachusetts Institute of Technology. Musgrave was employed by the Baltimore Sun, went from there to the Houston Texas Post. While at Houston he also assisted in Journalism courses at the University of Houston. He was selected as a Nieman Fellow at Harvard and since that time has been employed at the Radiation Laboratory. He has met a number of the campus people and is judged by those who met him as the most likely candidate. After discussion and questioning as to Mr. Musgrave's qualifications, it was

VOTED: To approve President's recommendations as to appointment of Arthur B. Musgrave as Professor of Journalism at annual salary of $3,900.

Greenhouse

Treasurer Hawley introduced the contract for Greenhouse Repairs. This item had been previously approved by the Board and the money is available to meet this expense. It was

VOTED: To approve contract with the Lord and Burnham Company in the amount of $11,716 for Repair of Greenhouses at the College and to authorize the Treasurer to execute said contract in the name of and for the Board of Trustees.

Student costs

Veterans

The Treasurer reported that present Trustee regulations require that students pay for board and room by the term in advance. The Treasurer finds that veterans are unable to comply with this requirement as their payments are received monthly. After discussion, it was

MASSACHUSETTS STATE COLLEGE

COMMITTEE

VOTED: To authorize the Treasurer to extend the period of payment for board and room in College dormitories for veterans whose training is under the provisions of Public Laws 16 or 346 for such periods as may be necessary but with the understanding that all accounts must be paid in full by the end of each term or semester.

Budget

Treasurer Hawley suggested that in connection with efforts to secure the 1946 budget as requested by the Trustees, it might be helpful if the Administration were authorized to prepare a brief statement that would be easily understood by everyone and that could be readily remembered. He suggested the following points to answer the question "What Does the College Really Need for 1946?"

1. 19 new teaching positions
2. A new Physics Building
3. A new Engineering Building
4. Adequate salary scale for the faculty

Trustee Taber said that he also had been considering the best way to present the 1946 budget. He has been making an independent study and gathering a considerable amount of information on the support given by various states to higher education, the percentage of students attending state-supported colleges, etc. The Associate Alumni of the College have agreed to publish Mr. Taber's report. With each copy of the report could be distributed a statement prepared by the College Administration emphasizing the points outlined above by Treasurer Hawley. It was

VOTED: To approve the plans of the College Administration for cooperating with the Alumni in the publication of material supporting the 1946 budget.

Trustees - more meetings

Chairman Bartlett said that he had received suggestion recently from one of the Trustees that the Board hold more frequent

meetings so that members might keep better informed on the work of the College and get to know each other better. The Trustees present COMMITTEE expressed the feeling that the President has been keeping the Board very well informed through issuance of reports and letters but that more frequent meetings on an informal basis would be helpful. Accordingly, it was

VOTED: To hold more frequent meetings of the Board at the call of the Chairman and the President.

It was also

VOTED: To hold the first of these meetings Tuesday evening, November 20, at 6:30, at the Parker House.

Campus Planning Council

Trustee Whitmore speaking for the Buildings and Grounds Committee referred to report just received from the special Alumni Committee on Campus Planning. One of the recommendations of this committee is that the College take steps to eliminate through traffic from the campus. Mr. Whitmore reported that he and a special committee of faculty members appointed by President Baker had attended hearing in Commissioner McDonald's office on Tuesday, November 6. Also in attendance at the hearing were a representative from Amherst College, the Chairman of the Amherst Selectmen, and a representative of residents of North Amherst. It appears now that the new highway from Millers Falls will come into North Amherst but later a road will be built to by-pass both North Amherst and Amherst.

State Highway

Mr. Whitmore referred also to recommendation of the Alumni that Lewis and Thatcher be made into women's dormitories and that the two additional dormitories to be built by the Alumni Building Corporation should be for men and be located near Butterfield Dormitory. The Trustees have already voted that the two new

Dormitories

dormitories be for women and had not planned at the time of that vote on changing Lewis and Thatcher for use of women.

COMMITTEE

Dormitories - change in location

The committee felt that change in location of the dormitories was too important a matter to be decided by committee action, that the best plan would be to submit the Alumni report to the full Board for its action. After discussion, it was

VOTED: To recommend that the Trustees approve the Alumni report on campus planning.

Trustees Bartlett and Hubbard refrained from voting.

It was also

VOTED: To recommend that the Trustees approve the Alumni recommendation that the planning body be continued.

War Memorial

President Baker reported that the Alumni are planning to raise funds for a war memorial. Present plans are to add to Memorial Hall. It was

VOTED: To authorize the Administration to cooperate with the Associate Alumni in planning for fitting memorial for Alumni, graduates and students who served and died in World War II.

The meeting was adjourned at 3 o'clock.

Secretary

MASSACHUSETTS STATE COLLEGE

December 6, 1945

Board of Trustees
Massachusetts State College

COMMITTEE

The following letter from Treasurer Hawley to the Finance Committee of the Board of Trustees dated November 30, 1945 and the resultant mail ballot are hereby made part of the official records of the Board.

November 30, 1945

Finance Committee
Board of Trustees

Gentlemen:

Due to recent call of bonds held as investment of Endowment Principal Funds, we have uninvested principal in the amount of $11,290. Bonds called were:

Monongahela West Penn. Public Service, 4½'s of 1960 called at 105
Great Northern Railroad, 3 3/4's, called at 104

As a result of discussion with the Chairman and one other member of the Finance Committee, I recommend that the Treasurer be authorized to purchase $11,000 of 2½% Treasury Bonds of 1967-72. These bonds are saleable in the open market and it is felt that they represent the best opportunity for investment of funds of this sort at the present time.

Will you please indicate on the enclosed ballot form your decision in this matter.

Very truly yours,

/s/ Robert D. Hawley
Treasurer

Mail Ballot

In accordance with recommendation in letter of November 30, 1945, I do approve the purchase of $11,000 U. S. Treasury Bonds of 1967-72 with uninvested principal of Endowment

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MASSACHUSETTS STATE COLLEGE

Funds.

COMMITTEE

Signed: Ralph F. Taber
Joseph W. Bartlett
Philip F. Whitmore
John W. Haigis
Ernest Hoftyzer
Richard Saltonstall
Alden C. Brett

Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE EXECUTIVE COMMITTEE

January 9, 1946, 11:00 A.M., Trustee Bartlett's Office, Boston

PRESENT: Trustees Bartlett, Brett, Whitmore, Malcolm, President Baker and Treasurer Hawley

Housing of Students

President Baker reported upon the recent conference with Governor Tobin regarding the need for housing for veterans in the fall of 1946. The conference was arranged by Trustee Hoftyzer who was present when it took place. Two alternative proposals were made to the Governor; one, that we try to arrange through the Federal Housing Administration for temporary small houses and barracks to house married veterans and single veterans in which case the College would have to provide foundations, grading and utility connections at a cost estimated at approximately $160,000. The other proposal was that we build 8 low-cost buildings approximately 30 x 100' -- four of them to house 50 married veterans in apartments and four to house 224 single veterans in dormitories. It was suggested that this project could be self-financing. The Governor favored the self-financing proposal and agreed that he would submit a special message to the Legislature requesting necessary legal authority. This has been done.

The President proposed that the Executive Committee approve the proposed project for low-cost housing on a self-financing basis under the sponsorship of the Massachusetts State College Building Association and authorize the President and Treasurer to continue negotiations for this program. He pointed out the urgency of the matter since, to be useful, these buildings must be ready for occupancy in September, 1946.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Trustee Brett, President of the Building Association, reported upon the meeting of the Directors of the Building Association held the night before in which there was considerable opposition to the low-cost housing project and the suggestion made by the Architect that permanent buildings already authorized and such additional ones as may be necessary probably could be completed and ready for occupancy in September, 1946. It seemed to be the opinion of the Trustees that if they can be assured that the permanent buildings will be ready for occupancy in September, 1946, this would be a more desirable procedure. Mr. Brett was asked to investigate this question further to see what assurance can be given of completion by this date of the permanent buildings. He advised the Committee that it was the feeling of the Alumni Committee that the request for additional authorization of $400,000.00 as recommended by the Governor should be supported and that necessary steps taken to see that this is adequately followed up.

Mr. David Buttrick, former Trustee of the College, and a Director of the Alumni Building Association, was present at the meeting for a short time and explained further the feeling of the Alumni Building Association that permanent buildings are much more preferable than the cinder-block, low-cost structures proposed and that the alumni urged the construction of such buildings adding perhaps one more building to the two already planned and using such part of the $400,000.00 authorization now being requested as may be needed to provide temporary housing for married veterans.

President Baker pointed out that the proposal was submitted to Governor Tobin and forwarded by him to the Legislature

MASSACHUSETTS STATE COLLEGE

COMMITTEE

on the basis of the proposal for the low-cost, cinder-block buildings and that if any change is to be made in that program, those State Officials who are interested in it should be advised of such change.

Mr. Alden Brett volunteered, with the assistance of his Alumni Building Committee, to make investigation in an endeavor to be sure of the time of completion of the proposed additional dormitories. In order to permit that investigation to be made, no action was taken except to take the matter up with the Board of Trustees at the annual meeting.

The meeting adjourned at 1:00 P.M.

Robert D Hawley

Secretary Pro ~~Tem~~

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MASSACHUSETTS STATE COLLEGE

Minutes of Special Meeting of Group of Trustees
to Consider Problem of Veterans' Housing

COMMITTEE

January 16, 1946, 11:00 A.M., Trustee Bartlett's Office
Boston, Massachusetts

PRESENT: Trustees Bartlett, Brett, Hoftyzer
and Treasurer Hawley

Federal Public Housing Administration

This informal meeting was arranged by the Treasurer with the approval of the Chairman. This meeting was hurriedly called to consider what action, if any, should be taken to apply for temporary housing which may be provided by the Federal Public Housing Administration in accordance with recent Federal Legislation. Under the new Federal Law, housing can be provided by the Federal Public Housing Administration at relatively low cost to the College in view of the fact that the Government takes full responsibility for installation of foundations, erection of houses, connection of utilities and supplying of some equipment. However, applications for such housing must be filed at once, since the demand is so great that the Government is about to close the date for receipt of applications.

Housing

Veterans

It was proposed by the Treasurer that Trustees apply for facilities for 100 married veterans and 200 single veterans. It would cost the College approximately $60,000 to meet its obligations in erection of such facilities on the Campus. This is based upon an estimated cost of $400 per family unit and $100 per individual veteran in dormitory accommodations. This covers the expense of laying out such streets and walks as may be necessary, extension of utility services to the site and supplying of some equipment.

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It was the opinion of the Trustees present that the College should take advantage of this opportunity and that a request should be made to the Governor for funds to meet the necessary expense. It was also the feeling of the Trustees that this should not deter the College from supporting the previous recommendation of the Governor to the Legislature for a grant of authority to the Massachusetts State College Building Association to issue bonds in the amount of $400,000.00 for carrying out the construction of a third permanent dormitory and such other facilities as may be required for housing and feeding.

As a result of the discussion, the Chairman telephoned to each member of the Executive Committee not present explaining the situation and the judgment of the Trustees present. Trustee Malcolm was the only member of the Committee he was unable to reach by telephone. As a result of this telephone poll, it was

> VOTED: To authorize the Treasurer to file application with the Federal Public Housing Administration for emergency housing facilities for veterans at the College - the number of 100 apartments for married veterans and quarters for 200 single veterans, and to authorize a special committee composed of President Baker, Trustees Hoftyzer and Brett, and Treasurer Hawley to interview the Governor to request an appropriation of $60,000 to cover the College's share of the cost of this construction.

Trustee Hoftyzer arranged such a conference with the Governor for 5:30 on January 16 and at that conference, His Excellency approved the request of the Trustees and agreed to submit a special message to the Legislature recommending the appropriation of this fund.

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At the conference it was also explained to the Governor that the Trustees and the College Building Association believe that it would be a better policy to erect one further permanent concrete dormitory under the proposed authorization for $400,000 bond issue than to proceed with the cinder-block construction plan as previously explained, and in this also the Governor concurred.

The meeting in Mr. Bartlett's Office adjourned at 1:00 P.M.

Robert D. Haverly
Secretary pro tem

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Buildings and Grounds

January 23, 1946, 11:00 A.M., Parker House, Boston

Chairman Whitmore presiding

PRESENT: Trustees Whitmore, Hoftyzer, Haigis, Mrs. McNamara, Taber, Brett, Malcolm, Mrs. Leach, President Baker, Treasurer Hawley and Secretary Burke

It was

VOTED: To waive reading of the call and of minutes of the last previous meeting.

Federal Public Housing Administration

Housing

There was discussion of prospects of obtaining temporary housing through the Federal Housing Administration for 100 married veterans and 200 single veterans, this housing to be ready by the fall of 1946. President Baker indicated that the College is at the head of the list for housing being distributed through the F.H.A. headquarters in Boston. The College has signed a request for units as indicated above. Probably cost to the College would be about $60,000. This amount has been requested from the Governor, and he has approved the request, and plans to include it in his budget.

The President said that the Campus Planning Council has recommended that houses for married veterans be erected west of the Food Technology Building and housing for single veterans be erected west of South College. This decision, however, was based upon cinder block style of housing, and the areas may or may not prove suitable for the type of housing which may be obtained from F.H.A.

Because of lack of information on the type of housing that may be obtained, it was

VOTED: To recommend that the Trustees leave to the College Administration and the Chairman of the Committee on Buildings and Grounds, the final location of temporary or emergency housing.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Dormitories

Alumni Building Corporation

Trustee Brett reported that the Alumni Building Corporation believes that it can have ready for occupancy in September, 1946, two new permanent dormitories. The Corporation is not sure of costs. The contractor who built the other Alumni Building Corporation dormitories, Reed of Greenfield, will take the contract on a cost-plus-fee basis with an outside cost limit. In general it is estimated that building costs may be up 50% and furniture costs up 40% over the costs at the time that Lewis Hall was built. The Corporation plans to use essentially the same plan of construction as was used for Lewis Hall. One of the two dormitories would have kitchen and dining room. However, there will not be sufficient funds for bringing steam from the Power Plant to the site.

Steam Lines

At this point President Baker explained that the current budget includes an item for bringing steam to the proposed dormitory site.

Trustee Brett suggested that the $400,000 which the Governor has recommended for additional buildings beyond the two already mentioned, be used at least in part, for construction of one more permanent dormitory. The Corporation would prefer this to building cinder block dormitories.

There was considerable discussion as to how the $400,000 should be spent for housing, but it was felt that this matter should be left for definite decision at a later date.

Waltham Field Station

President Baker reported that friends of the Waltham Field Station have introduced two bills in the Legislature, one for a new Administration and Meeting Building, and one for completion of the Greenhouses. The Trustees felt that no action was called for

by this report, since they have already acted upon a building program for the present year.

COMMITTEE

Meeting was adjourned at 1:00 P.M.

Secretary

Minutes of Meeting of Trustee Committee on Faculty & Program of Study

January 23, 1946, 2:00 P.M., Parker House, Boston

Trustee Carmichael presiding

PRESENT: Trustees Whitmore, Haigis, Mrs. McNamara, Carmichael, Taber, Brett, Malcolm, Mrs. Leach, Bartlett, President Baker, Treasurer Hawley and Secretary Burke

It was

VOTED: To approve minutes of the last previous meeting and to waive reading of the call of the meeting.

Honorary Degrees

President Baker presented recommendations from a committee of the Associate Alumni and a Special Faculty Committee in the matter of granting of honorary degrees at the June, 1946, Commencement. After individual discussion and separate votes, it was

VOTED: Unanimously to recommend that the Board of Trustees confer honorary degrees in June of 1946 as follows:

Master of Science - Fred C. Kenney

Doctor of Science - Harry T. Edwards
Thorne M. Carpenter
Nils P. Larsen

Doctor of Laws - James T. Nicholson
Stanley King

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Leave of Absence - Harvey Sweetman

It was

VOTED: To recommend that the Board of Trustees approve leave of absence for professional improvement for Dr. Harvey Sweetman of the Department of Entomology for the second semester beginning in February, 1946.

Retirements

President Baker reported that during the present college year Dr. Clarence E. Gordon, Head of the Department of Geology and Mineralogy; Assistant Professor William H. Armstrong of the Department of Engineering; and Mr. Philip Smith, head of the Feed, Seed and Fertilizer Control Laboratory, will all retire upon reaching the age of seventy.

It was

VOTED: To recommend that each of these men be made Emeritus as of their rank at the time of retirement.

Arboriculture - course in

President Baker reported that there has been continuing and insistent demand for a new course in Arboriculture to be given in the Stockbridge School of Agriculture. This would be a two-year course and has the approval of the Stockbridge School Committee. The College is giving practically all the work now required for such course. After discussion, it was

VOTED: To recommend that the Board of Trustees authorize the Administration to establish a two-year course in Arboriculture in the Stockbridge School of Agriculture.

Upon recommendation of the President, it was

Dept. of Agricultural Engineering

VOTED: To establish a Department of Agricultural Engineering and a Department of Civil Engineering within the Division of Engineering.

Dept. of Civil Engineering

It was also

VOTED: That Professor Christian I. Gunness be continued as Head of the Division and that he also be Chairman of the Department of Agricultural Engineering.

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It was also

VOTED: To recommend that Professor George Marston be made Chairman of the Department of Civil Engineering.

The meeting was adjourned at 3:45 P.M.

Secretary

COMMITTEE

Minutes of Meeting of Trustee Committee on Finance

January 23, 1946, 3:50 P.M., Parker House, Boston

Trustee Bartlett presiding

PRESENT: Trustees Bartlett, Haigis, Taber, Cole, Whitmore, President Baker, Treasurer Hawley

The Annual Report of the Treasurer was presented. After consideration of the report, it was

VOTED: To ask the Treasurer to arrange for amortization of fraternity mortgages.

It was

VOTED: To recommend to the Board that the report be approved.

The Treasurer presented proposal for revision of Army Contract No. 48 to provide for change in number of trainees and in curriculum. These changes involve small differences in the rates of compensation to be paid by the Government. They are proper and fair in the opinion of the Treasurer, and upon his recommendation, it was

Army Contract

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VOTED: To recommend the approval of supplementary agreement No. 1 to Army Contract No. 48, and also to recommend that the Trustees authorize the Treasurer to execute said supplementary Agreement No. 1 in the name of and for the Board of Trustees.

In accordance with usual custom, it was

VOTED: To recommend to the Board that it approve exchanges in securities made during the year as follows:

Securities

Purchases

1945		
Jan. 20	$500 U.S. War Bond "G" Reg, 2½s January, 1957	500.
June 27	$15,000 U.S. Treasury 2½s, June 15, 1972/67	15,000.
Dec. 1	$11,000 U.S. Treasury 2½s, December 15, 1972/67	11,000.

Called Bonds

1945		
Jan. 20	$500 Indiana Hydro Electric Power Co. 5s, May 1958 Reg.	509.17
Feb. 26	$5,000 Wabash Rd. Co. 4s Jan. 1971	5,073.59
May 17	$2,000 Virginian Ry. Co. 3 3/4s, March 1966	2,119.40
May 23	$5,000 Erie R.R. Co. 4s Jan. 1995	5,248.56
June 30	$3,000 Texas Electric Service Co. 5s, July 1960	3,089.19
Sept. 5	$5,000 Monongahela West Penn. Public Service 4½s, October 1960	5,248.74
Oct. 8	$5,000 Great Northern Ry. Co., 3 3/4s, January 1967	5,198.59

It was explained by the Treasurer that two former students, whose notes are held by the Treasurer, covering loans from trust funds, have died recently, one having been killed in action in the military service, and upon his recommendation, it was

Notes

VOTED: To cancel the following notes:

Vernon P. Curtis, Jr.	$80.45
William T. Evans, Jr.	145.00

Three former students, while in the military service have paid in full the principal on their notes, leaving a balance

due on account of interest. The Treasurer recommended that interest due in these instances be cancelled.

COMMITTEE

It was

VOTED: To authorize the Treasurer to cancel the interest due on the following notes after having given the persons opportunity to make payment:

Charles H. Knox, Jr.	$14.75
Hyman Raiklen	14.50
Donald L. Sangster	21.75

Unearmarked Trust Funds

The President reported briefly upon expenditures as authorized by the Trustees of income from unearmarked trust funds, and upon his recommendation, it was

VOTED: To authorize the President to expend up to $500 from these funds in the ensuing year.

Veterans Guidance Center

A proposed contract with the Veterans Administration for the establishment in Northampton of a Veterans Guidance Center was explained by the President. The expense of operation of such center would be met under the terms of the contract from payments by the Government. The difficulties of financing such a program under financial and administrative restrictions of State control were explained, and following discussion, it was

VOTED: To approve the proposed contract for the sponsorship by the College of a Veterans Guidance Center, provided the authority may be secured from the State Commission on Administration and Finance to conduct the enterprise on a revolving fund basis.

The Treasurer presented a brief report on building plans for projects under the Emergency Public Works Commission, and was asked by the Chairman to present this report at the meeting of the full Board.

The meeting was adjourned at 5:00 P.M.

Robert D. Haverleg Secretary pro tem

1330

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Legislative Committee

January 23, 1946, 5:30 P.M., Parker House, Boston

PRESENT: Chairman Taber, Trustees McNamara, Hoftyzer, Leach, President Baker

Chairman Taber outlined the program which the Committee has been carrying on with Alumni of the College and with officers of the State Farm Bureau and the State Grange to secure support for additional appropriations for the College to provide additional teachers and buildings. It was felt that the program has been well organized and if continued should bring good results.

Trustee Hoftyzer suggested that efforts should be made to have additional special stories similar to that run by Louis Lyons in the Globe appear in other Boston papers and in papers in Worcester, Springfield and Pittsfield. He suggested, also, that prominent Alumni could well write letters to the editors of the papers emphasizing the needs of the College. He stated that editors like to receive such letters and they are often printed and at times might lead to editorials.

Trustee Leach suggested that the President should contact members of the Women's Advisory Council at least to let them know the important needs of the College, with the thought that some of the members may feel inclined to approach senators and representatives.

The meeting was adjourned at 6:15 P.M.

Hugh P. Baker Secretary pro tem

COMMITTEE

MASSACHUSETTS STATE COLLEGE

MINUTES OF SPECIAL MEETING OF EXECUTIVE AND FINANCE COMMITTEES

February 13, 1946, 11:00 A.M., Mr. Bartlett's Office, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Whitmore, Carmichael, Taber, Brett, Mrs. Leach, President Baker, Treasurer Hawley, Secretary Burke, Wilder Haines, Attorney for the Alumni Building Corporation, Louis W. Ross, Architect for the Alumni Building Corporation, Professor Lyle Blundell, Department of Landscape Architecture, M.S.C.

Veterans Guidance Center

President Baker reported on progress toward preparation of contract with the Veterans Administration for establishment of a Veterans Guidance Center at Northampton under sponsorship of the College. He has received authorization from the Commission on Administration and Finance for financial operation of the Center on a revolving fund basis. Information for filling out the application to the Veterans Administration is practically assembled. After discussion, it was

VOTED: To authorize the Treasurer to sign for the Board of Trustees contract with the Veterans Administration for sponsorship of a Veterans Guidance Center by the College to be located at Northampton.

Federal Public Housing Administration

There was discussion of contract to be entered into with the Federal Public Housing Authority for veterans' housing to be located on the Campus, and it was

Housing

Veterans

VOTED: To authorize the Treasurer to execute contract with the Federal Public Housing Authority covering construction and operation of 17 buildings to house 94 married veterans and 200 single veterans, the Treasurer to execute said contract in the name of and for the Board of Trustees.

Mr. Haines presented lease form to enable the Massachusette State College Building Association to lease land and build two

dormitories thereon and for the Trustees of the College to lease the dormitories upon their completion. This lease follows very

COMMITTEE

closely lease previously signed by the Trustees in connection with the construction of the first two dormitories by the Association. After discussion, it was

VOTED: unanimously by the Trustees present:

> That the form of lease of two parcels of land, for the erection of two dormitory buildings from the Commonwealth of Massachusetts to Massachusetts State College Building Association, and the form of lease of said two dormitories from said Association to the Commonwealth, pursuant to Acts of 1939, Chapter 388, as amended by Acts of 1945, Chapter 390, be and hereby are approved, as presented to this meeting; and that the Trustees of Massachusetts State College or a majority thereof be and hereby are authorized, in the name and on behalf of the Commonwealth of Massachusetts to execute, acknowledge and deliver, in or substantially in the respective forms presented to this meeting, said lease of land from the Commonwealth to said Association and said lease of buildings from said Association to the Commonwealth, and to cause the common seal of the Massachusetts State College to be affixed thereto.

Steam Lines

Chairman Bartlett emphasized to the Trustees before calling for the vote just recorded that it was essential for the College to provide steam for these buildings from the central heating plant. Request for the extension of the steam is in the present budget and this must be followed through and the steam assured.

Chairman Bartlett instructed the Secretary to obtain a confirming vote on the dormitory lease by mail ballot from members of the Board. It was

MASSACHUSETTS STATE COLLEGE

COMMITTEE

VOTED: To request the Trustee Committee on Buildings and Grounds to examine the final architectural plans for the two dormitories when the plans are completed and to empower the committee to act on these plans for the Board of Trustees.

Dormitories

There was discussion of the present government bond holdings of the College and on the recommendation of the Treasurer, it was

VOTED: To authorize the Treasurer to sell present holdings of Treasury Bonds 1 3/4's, '48 in the amount of $28,000 and Treasury 2's of '53 in the amount of $4,000 and to purchase Series G, 2½'s of '58 in an amount not to exceed $32,700.

Bonds

Treasurer Hawley reported that he has application for a loan from Kappa Kappa Gamma Sorority to purchase a house securing the loan with the first mortgage on the property. The Finance Committee has discussed this request previously and agreed on the principle that properly secured loans to fraternities and sororities are good investments. After discussion, it was

VOTED: To authorize the Treasurer to loan funds to Kappa Kappa Gamma Sorority up to 70% of the valuation of the property subject to approval of two Trustees, this loan to be secured by a first mortgage on the property, to carry interest at 4% per annum, and to be amortized at the rate of 4% a year.

Kappa Kappa Gamma Sorority

The Chairman appointed Trustees Whitmore, Brett and Boyden to assist the Treasurer in this matter, it being understood that any two of the appointed three are authorized to approve the loan. It was

VOTED: To authorize the Treasurer to reduce the interest rate on the loan to Theta Chi Fraternity to 4% per annum provided the fraternity agrees to amortize its loan at the rate of 4% per year, change in interest rate to be made at next interest date.

Theta Chi Fraternity

It was

COMMITTEE
Chi Omega Sorority

VOTED: To authorize the Treasurer to reduce the interest rate on the loan to Chi Omega Sorority to 4% per annum provided the sorority agrees to amortize its loan at the rate of 4% per year, change in interest rate to be made at next interest date.

It was

Loans
Fraternities
Sororities

VOTED: To adopt a general policy of loaning available funds to fraternities and sororities on first mortgage security at not to exceed 70% of fair valuation of the property at annual interest rate of 4% and amortization at the rate of 4% per year, such loans to be passed upon by at least two Trustees.

It was

Kappa Kappa Gamma Sorority

VOTED: In the event there are insufficient funds on hand for loan of approximately $5,000 to the Kappa Kapp Gamma Sorority, the Treasurer is authorized to sell U. S. Treasury Bonds of '72 in such amount as may be required to provide funds for the loan.

Budget

Treasurer Hawley presented proposals for a deficiency appropriation for the current year in the amount of $22,320 and for amendment to the 1947 budget as previously submitted recommending increases amounting to $35,300. These proposals are caused by two additional service demands on the College.

1. Urgent request from the Poultry Industry of the State to provide for additional personnel and facilities for the detection and control of poultry diseases which are currently causing heavy losses in Massachusetts flocks.

2. With the building of additional dormitories and the influx of men students including veterans, more help is needed in the Dean's Office and in the Office of the Superintendent of Buildings to assist in registering, housing, and feeding of students.

It was

COMMITTEE

MASSACHUSETTS STATE COLLEGE

VOTED: To amend the 1947 budget to include the following new positions and other expense items:

a. For the Poultry Control Service

1 Research Professor	$3,600
3 Research Assistants	4,860
1 Laboratory Assistant	1,140
1 Junior Clerk	900
Temporary Service	2,000
	$12,500

Budget

b. Other expenses, travel, supplies and equipment $13,500

c. For assistance in the Dean's Office, Treasurer's Office and the Office of the Superintendent of Buildings

1 Assistant Dean	$2,760
1 Housing Assistant	1,800
1 Junior Accountant	1,680
3 Junior Clerks	2,700
	$8,940

After discussion, it was

VOTED: To authorize the College Administration to submit an item of $22,320 as a deficiency appropriation for expenses of the College for the current year, itemized as follows:

a. Personal service for employment of additional persons as listed in preceding vote, 10 new positions and temporary service for 4 months (one-third annual cost) $6,220.

b. To cover shortage of current appropriation to meet present personnel commitments in Poultry Disease Control Laboratory $3,600.

c. Travel, supplies, equipment for additional Poultry Disease Control program as contemplated with establishment of new positions $4,500.

d. To cover shortage of current appropriation for travel, supplies and equipment in Poultry Disease Control Laboratory $8,000.

COMMITTEE

Poultry Industry

Chairman Bartlett emphasized that the Trustees recognize the needs of the poultry industry and its importance in the Commonwealth and heartily endorse their request for additional personnel. However, the Board does not feel that it can in sincerity endorse a request for additional building since the Board is already committed to a large building program for the coming year. The Board suggests that the poultrymen themselves undertake measures to bring about the desired building and agrees to cooperate with the poultrymen through supplying objective facts as to the need.

Student Loans

The Treasurer reported that a number of Massachusetts State College students who have been in the Military Service were borrowers from student loan funds and their notes matured while they were in the Military Service. The College is now trying to collect on these notes and the Treasurer believes it would be reasonable and create a favorable impression if interest charges during the war period were cancelled. After discussion, it was

VOTED: To recommend that the Trustees authorize the Treasurer to cancel interest charges on notes of students who have been in the Military Service; such cancellation to cover the period of service.

Deely, John M. new Trustee

Chairman Bartlett announced that John M. Deely of Lee has been appointed by the Governor and confirmed by the Governor's Council as member of the Board of Trustees vice David J. Malcolm, and it was

COMMITTEE

MASSACHUSETTS STATE COLLEGE

VOTED: To elect Mr. Deely to membership on the following committees of the Board:

Committee on Experiment Station
Committee on Agriculture and Horticulture
Committee on Buildings and Grounds

The meeting was adjourned at 1:30 P.M.

J. W. Burke Secretary

MASSACHUSETTS STATE COLLEGE

March 4, 1946

COMMITTEE

Board of Trustees
Massachusetts State College

The following letter from Secretary Burke to the Board dated February 15, 1946 and the resultant mail ballot are hereby made part of the official records of the Board.

February 15, 1946

To Board of Trustees
Massachusetts State College

At joint meeting of the Executive Committee and Finance Committee of the Board of Trustees of Massachusetts State College in Boston, February 13, 1946, it was

VOTED: unanimously by the Trustees present:

> That the form of lease of two parcels of land, for the erection of two dormitory buildings, from the Commonwealth of Massachusetts to Massachusetts State College Building Association, and the form of lease of said two dormitories from said Association to the Commonwealth, pursuant to Acts of 1939, Chapter 388, as amended by Acts of 1945, Chapter 390, be and hereby are approved, as presented to this meeting; and that the Trustees of Massachusetts State College or a majority thereof be and hereby are authorized, in the name and on behalf of the Commonwealth of Massachusetts to execute, acknowledge and deliver, in or substantially in the respective forms presented to this meeting, said lease of land from the Commonwealth to said Association and said lease of buildings from said Association to the Commonwealth, and to cause the common seal of the Massachusetts State College to be affixed thereto.

The Trustees present constituted the entire membership of the Executive Committee and part of the membership of the Finance Committee; namely, Trustees Bartlett, Whitmore, Carmichael, Taber, Brett, Mrs. Leach.

The Chairman of the Board instructed the Secretary to convey this vote to all members of the Board and to obtain mail ballot confirming this action of the joint committees.

COMMITTEE

MASSACHUSETTS STATE COLLEGE

The Trustees present signed the lease forms and the Attorney for the Alumni Building Corporation, Mr. Wilder Haines of Ely, Bradford, Thompson and Brown, is desirous of obtaining additional signatures as early as possible. He will be calling on Trustees in the Boston area soon to obtain signatures.

Enclosed is mail ballot for your convenience.

Sincerely,

/s/ James W. Burke
Secretary

Mail Ballot

I vote for ~~against~~ the following:

That the form of lease of two parcels of land, for the erection of two dormitory buildings, from the Commonwealth of Massachusetts to Massachusetts State College Building Association, and the form of lease of said two dormitories from said Association to the Commonwealth, pursuant to Acts of 1939, Chapter 388, as amended by Acts of 1945, Chapter 390, be and hereby are approved, as presented to this meeting; and that the Trustees of Massachusetts State College or a majority thereof be and hereby are authorized, in the name and on behalf of the Commonwealth of Massachusetts to execute, acknowledge and deliver, in or substantially in the respective forms presented to this meeting, said lease of land from the Commonwealth to said Association and said lease of buildings from said Association to the Commonwealth, and to cause the common seal of the Massachusetts State College to be affixed thereto.

Signed: Harry Dunlap Brown
Philip F. Whitmore
Leonard Carmichael
John W. Haigis
Julius E. Warren
Ralph F. Taber
Alden C. Brett
Frederick E. Cole
Richard Saltonstall
Elizabeth L. McNamara
Lottie A. Leach
John M. Deely

Jos Burke Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE EXECUTIVE COMMITTEE

March 18, 1946, 11:00 A.M., Trustee Bartlett's Office, Boston

COMMITTEE

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Carmichael, Cole, Mrs. Leach, President Baker, Treasurer Hawley, Secretary Burke

Salary Increases

President Baker informed the Committee that the Griffenhagen survey of salaries of State employees has resulted in recommendations for fairly substantial increases in salary of college employees. This matter of salaries, particularly for the professional staff of the College, is one that has been brought before the Board a number of times. The President said that unless some substantial increase is made, it will be extremely difficult for the College to bring in new people or even to hold its present staff members.

The President also recalled the interest of the Governor as expressed at the Annual Meeting of the Board in seeing that salary increases are made.

Recently he said he has received information which indicates that the Griffenhagen Report may be disregarded by the Legislature but that the Legislature will adopt some salary increases of its own. The College has been invited to submit a schedule of proposed salary increases for members of the professional staff. Members of the non-professional staff of the College would have salary increases taken care of in common with other State employees.

The President then presented to committee members his proposal for salary increases for members of the professional staff of the College. There was full discussion, and it was

MASSACHUSETTS STATE COLLEGE

COMMITTEE

VOTED: To recommend that the Board of Trustees at its next meeting approve the salary schedule as submitted by the President, it being understood that the increases cannot be granted until the schedule is approved by the Legislature.

Copy is attached to these minutes.

Budget

Treasurer Hawley presented to the committee recommendation that the 1947 budget be enlarged by the amount of $188,615. He explained that this additional amount is needed for the operation of new Federal and Alumni housing on the campus. The $2500 is for meeting the cost of travel for veterans in the Short Course program. He pointed out that although this adds a considerable amount to the budget, increased revenue from the operation of the housing units will more than offset the cost. After discussion, it was

VOTED: To approve the addition of $188,615 to the 1947 budget as outlined in the attached statement.

Treasurer Hawley also recommended that the Trustees approve a request for a deficiency appropriation of $8,900 to be added to the 1946 budget of the College. The purpose of this money is to enable the College to operate dormitories and boarding halls during June for conventions and meetings on campus including operation of Boys' State. The expenditure would be offset by revenue. After discussion, it was

VOTED: To authorize the Administration to request a deficiency appropriation of $8,900 to be added to the 1946 budget of the College to cover costs of conferences to be held on campus prior to June 30, 1946.

Animal Disease Control Laboratory

There was discussion of the repeated request from the poultry and dairy organizations in the State for an Animal Disease Control Laboratory on the campus. Item for such a building is in

the 1947 budget passed by the Trustees and filed with the Budget Commissioner in September of 1945.

COMMITTEE

Commissioner Cole emphasized the serious need that exists for more effective animal disease control work to be carried on both through the College and the State Department of Agriculture. Chairman Bartlett indicated that the Trustees recognize this need and would like to see the building constructed.

The President reported on recent conferences with the Chairman of the Ways and Means Committee and other members of that committee in which they indicated strong feeling that there should be a good veterinary school established at the College. There was discussion of the proposal by members of the Ways and Means Committee that there should be established at the College a strong veterinary school and feeling was expressed that if and when a veterinary school is established in the Commonwealth, it should be at the College. It was emphasized that a veterinary school would be the most expensive school to operate on the campus and would require satisfactory quarters, additional personnel and additional funds for equipment.

The Trustees emphasized their feeling that neither a new building for animal disease control work nor a veterinary school should take precedence over the Physics Building or the Engineering Building and it was agreed that President Baker would call on Chairman Smith of the House Ways and Means Committee to express the sentiments of the Board.

The meeting was adjourned at 1 o'clock.

Ida Burke Secretary

SCHEDULE B

Proposed Increases in Salary Ranges for Teaching Research Faculty and Officers of Administration

Title	Number of Positions	Present Basic Range Min.	Present Basic Range Max.	Present Range Leg. Inc. Min.	Present Range Leg. Inc. Max.	Proposed Range Min.	Proposed Range Max.	Step
Instructor	30	1,620	2,100	1,944	2,520	2,040	2,640	120
Research Assistant	13	1,620	2,220	1,944	2,640	2,160	2,820	120
Assistant Professor (Includes 1 Agric. Coun. for Women 1 Physical Dir. for Women)	51	2,220	3,300	2,640	3,720	2,740	3,820	180
Assistant Research Professor	21	2,400	3,480	2,820	3,900	2,920	4,000	180
Assistant Extension Professor (Includes 1 Ext. Editor 1 Secretary of Ext. Service 2 Asst. State Leaders, Ext. 1 Exp. Sta. Field Supervisor)	12	2,400	3,480	2,820	3,900	2,920	4,000	180
Associate Professor (Includes 1 Librarian 2 Ext. Asst. State Leaders)	8	3,360	3,600	3,780	4,020	3,900	4,320	240
Professor (Includes 1 Asst. Treasurer 1 Dean of Women 1 Dir. of Placement 1 Head Adm. Clerk)	23	3,480	4,200	3,900	4,620	4,200	5,100	300
Research Professor	21	3,600	4,320	4,020	4,740	4,500	5,400	300
Extension Professor (Includes 1 St. Lead. of Home Demonstration Agents 1 St. Lead. of County Club Agts. 1 Ext. Editor)	21	3,600	4,320	4,020	4,740	4,500	5,400	300
Head of Department (Includes 1 Dir. of Short Cr. 1 State Lead. of County Agricultural Agents 1 Secretary, M.S.C.)	25	3,780	4,500	4,200	4,920	4,800	5,700	300
Head of Division	6	3,900	4,800	4,320	5,220	5,000	6,000	500
Service Director (Includes 1 Dean, M.S.C. 1 Dir. of Experiment 1 Dir. of Extension 1 Treasurer)	4	4,800	5,700	5,220	6,120	6,000	7,500	500
President of College	1	6,900H	7,500H	7,320H	7,920H	---	11,000H	
Special Professor	12					5,000	6,000	500

Under this proposal 8 Heads of Departments and 4 Professors would be allowed maximum salary of $6,000. The purpose of this special classification is to enable the College to bring in or to retain outstanding teachers. There would be no increase in cost the first year to make this adjustment above that proposed in the rest of the schedule.

MASSACHUSETTS STATE COLLEGE

BUDGET FOR 1947
SUPPLEMENTARY ITEMS FOR TRUSTEE ACTION

Code 1341-00-
16 Short Course Travel $2,500.00

Under the terms of the GI Bill, the cost of travel which veteran students are required to take in connection with their courses is paid by the Government. This increase is needed to make it possible for the College to meet this cost in the first instance. The Federal Government will reimburse the College and this will be a receipt to the State Treasury.

The following for Federal and Alumni Housing Projects

The estimates for Codes 71, 72 & 73 which follow are to cover cost of operation of two large self-liquidating dormitories to house 300 students, 4 large wooden dorms. to house 204 students and 13 wooden apartment buildings to house 94 families. The wooden buildings are provided by Federal Public Housing Authority. The income from all of these will meet operating costs and in the case of the Alumni Dormitories will amortize principal. These buildings are part of the Emergency Housing Program for veterans.

71 Operation of Plant - Personal Service		
7 Janitors (and firemen) @ $1,140	$7,980	
1 Watchman	1,020	
1 Plumber	1,440	
1 Electrician	1,440	
1 Carpenter	1,440	
1 Mechanical Handyman	1,320	
2 Farmhands - Grounds Maintenance	2,040	
Temporary Labor (for moving furniture and equipment and cleaning buildings)	1,080	
2 Faculty Proctors @ $600	1,200	
4 Student Proctors @ $100	400	
	$19,360	
5/6's Annual for Program starting Sept.		$16,133
72 Heat and Other Plant Operations		
For Alumni Dormitories		
500 tons Bituminous Coal @ $9.00 (to be used in Central Power Plant)	4,500	
90,000 KWH Elect. @ .02	1,800	
600,000 cu. ft. Water	546	
For Federal Housing		
425 tons Nut Anthracite @ $16.00	6,800	
400 tons Furnace " 16.00	6,400	
162,000 KWH Elect.	3,240	
600,000 cu. ft. Water	546	
Total		$23,832
73 Ordinary Maintenance		
Plumbing and Elect. Fixt. & Supplies	1,500	
Carpentry, Masonry & Paint. Supplies	2,000	
Insurance (as provided by Lease)	400	
Janitor's Supplies & Telephones	1,500	
Grounds, Roads and Walks	500	
Total		$ 5,900

77 Boarding Hall - Personal Service

New Positions

1 Dining Hall Supervisor	$1,620*
2 Chefs @ $1,620 (1 at Draper)	3,240*
1 Head Cook	1,320*
1 Cook	1,020*
1 Assistant Baker	1,020*
1 Storeroom Helper	1,080*
1 Dining Room Attendant	900*
7 Kitchen Helpers @ $900 (2 at Draper)	6,300*
1 Junior Clerk (Draper)	900
Temporary and Student Labor	15,000
Total Annual	$32,400
5/6's Annual for Program starting Sept.	$27,000

(*These rates are total cash rates less allowance for one meal. There will be no provision for full maintenance in the new unit.)

This additional Personal Service is needed to operate a new Boarding Hall Unit which will be constructed in one of the two new self-liquidating dormitories and to feed 300 persons.

Four of the positions are needed to take care of the additional 200 veterans to be housed in the Federal Public Housing Dormitories and who will be boarded at the Main Dining Hall at Draper Hall.

78 Boarding Hall - Other Expenses

For Food, Supplies, Services at Draper Hall	$33,000	
To cover feeding additional 200 students to be housed in Federal Public Housing Dorms.		
New Alumni Dorms. Dining Hall	49,000	
To cover feeding of 300 students in new Alumni Dormitories to be constructed.		
Total		$82,000

92 Annual Lease on Dormitories 31,250

Addition to present lease under terms of new lease dated February 15, 1946, covering two dormitories to be constructed by Sept. 1946. Payment due Sept. 1, 1946, Chapt. 388 of Acts of 1939 as revised by Chapt. 390 of Acts of 1945.

GRAND TOTAL $188,615

MASSACHUSETTS STATE COLLEGE

ESTIMATE OF ADDITIONAL REVENUE

Instruction

251 Tuition
400 additional @ $220 — $88,000

This item is an addition to previous estimate and is based upon the expected increased enrollment of veterans at the Government rate of $220 for tuition.

Short Courses

252 Tuition
200 additional @ $220 — 44,000

Control Services

203 Poultry Law
200,000 additional tests @ .05 — 10,000

Operation of Plant

462 Room Rent Students
Alumni Dormitories
Room Rents 300 @ $125 — $37,500
Dining Hall Rent — 5,000
Federal Housing
Offset to cost of operation — 33,000

75,500

Boarding Hall

Alumni Dorms - 300 @ $7.50 per week — 74,250
Draper Hall - 200 @ $7.00 per week — 46,200

120,450

Total Estimated Additional Revenue — $337,950

MASSACHUSETTS STATE COLLEGE

Amherst, Mass.

COMMITTEE

April 4, 1946

To: Board of Trustees

Subject: Authorization of Contracts

The Federal Public Housing Project for Veterans is progressing well. The Federal Agency has already made its contract with the contractor for the moving of the apartment houses to our Campus and their erection on the site here. The contractor expects to commence work on the foundations on April 8.

Funds have been appropriated to the College in the amount of $60,000 to carry out its obligations in this project. Plans and specifications are very nearly completed for the construction of water, sewerage, drainage, street and other facilities in the site-development plan. It is necessary to act promptly in this connection in order to avoid any delay. Therefore, this request for authorization by the Board of Trustees to execute construction contract is being submitted by mail as indicated on the attached ballot form.

Poultry House Construction

In accordance with Budget recommendation of the Board of Trustees, the Legislature appropriated $20,000 last year for additions and repair of poultry plant. Plans and specifications have been prepared by our Department of Engineering for the construction of six poultry houses; one at the College Plant and five at the Experimental Poultry Plant. It is planned to advertise for bids immediately and since there is considerable urgency in this project in order that the construction may be completed in time to meet the summer needs of the department, it is also requested of the Board of Trustees that they act to authorize the Treasurer to execute construction contract as indicated in the attached ballot form.

This proposed construction will be cleared through necessary government agencies before contracts are executed.

Respectfully yours,

/s/ Robert D. Hawley
Treasurer

MASSACHUSETTS STATE COLLEGE

Ballot

COMMITTEE

I. Veterans Housing Project $50,000

Recommended: That the Trustees approve the plans and specifications for the construction of water, sewerage, drainage, street and other facilities for Veterans Housing Project at estimated cost of $50,000 as provided for by Chapter 74 of the Acts of 1946 and hereby authorize the Treasurer to execute contract for said construction in the name of and for the Board of Trustees.

II. Poultry House Construction $20,000

Recommended: That the Trustees approve the plans and specifications for the construction of six poultry houses at estimated cost of $20,000 as provided for by Chapter 736 of the Acts of 1945 and hereby authorize the Treasurer to execute contract for said construction in the name of and for the Board of Trustees.

Signed and approved by: Frank L. Boyden
John W. Haigis
Clifford C. Hubbard
Philip F. Whitmore
Ralph F. Taber
Alden C. Brett
Elizabeth L. McNamara
Harry Dunlap Brown
Richard Saltonstall
Leonard Carmichael
Frederick E. Cole
John M. Deely
Ernest Hoftyzer
Joseph W. Bartlett
Lottie A. Leach
John J. Desmond, Jr.

J. O'Brien Secretary

160 (b)-11-43. 13051

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Amherst, Mass.

April 23, 1946

To: Executive Committee of the
Board of Trustees

Gentlemen:

We have been notified by the Federal Public Housing Authority that the recent Congressional authorization for extension of the Veterans' Emergency Housing Program makes possible the allocation of additional units where they are needed.

You will recall that by the authority of the Board we secured from the Federal Public Housing Authority the allocation of apartment buildings for 94 married veterans and dormitory buildings for 200 single veterans. These are now being erected on the Campus. Under the provisions of the Federal Act, the College itself is responsible for the installation of streets, walks and utility services and to cover the cost of this, we secured from the Legislature an appropriation of $60,000.

Bids were opened covering our part of the Federal Housing Contract on April 22nd and we secured a low bid of approximately $27,000 which is less than was anticipated. While we have considerable equipment to purchase and certain other expenses, it is evident that we shall have sufficient funds within the $60,000 appropriation to meet the cost which would involve upon us if some additional units were assigned to the College.

After consideration of our probable needs for next fall, President Baker has authorized me to request Trustee authority for applying to the FPHA for apartment-housing units for 50 additional married veterans. It is possible to use these Federal Housing facilities for members of the College Staff, who are veterans, and it is evident from applications already on file that the 94 units already assigned will be insufficient to meet the needs of the College next fall. We believe that 50 additional units will be needed and, therefore, request your authority for making application for them.

In filing application with the Federal Agency for this additional housing, we have to certify that the application has been authorized by the Governing Board of the College and that funds are available to carry out the obligations imposed upon the College. The action of the Trustee Executive Committee will be sufficient authorization in the first instances and as I have above explained, balances in funds already appropriated we believe are adequate to meet the cost of these additional houses if they are provided.

MASSACHUSETTS STATE COLLEGE

Your action on the enclosed ballot form will be appreciated.

Yours very truly,

COMMITTEE

/s/ Robert D. Hawley
Treasurer

Mail Ballot

Action of Trustee Executive Committee

Re: Veterans' Housing Facilities
April 23, 1946

As described in letter of the Treasurer dated April 23, 1946, it is recommended that he be authorized by the Board of Trustees to file application with the Federal Public Housing Administration for fifty additional apartment units for veterans housing on the Campus.

Approved: Philip F. Whitmore
Alden C. Brett
Leonard Carmichael
Lottie A. Leach

_____ Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Experiment Station

April 26, 1946, 11:00 A.M., Waltham Field Station

Chairman, Trustee Brett

PRESENT: Trustees Brett, Deely, Whitmore, Hoftyzer, Mrs. McNamara, President Baker, Messrs. Sievers, Koon, Whitcomb, Young, Guba, Gilgut, White, Gaskill, Dempsey, Treasurer Hawley

Trustee Brett called the meeting to order and explained its purpose as being primarily one to acquaint the Trustees with the staff of the Field Station and its program.

Professor Koon outlined the history of the Field Station from its beginning at Lexington in 1917 to the present.

President Baker introduced a discussion of the relationship of the Extension and Research activities of the Station, pointing out its primary function of research. The demands upon the professional staff of the Station for Extension Service apparently cannot be avoided. Director Sievers expressed the opinion that they have a wholesome effect and it seemed to be the conclusion that their infringement upon research might best be minimized by the appointment of another staff member to handle Extension activities.

President Baker explained that question is frequently raised as to the financial support of the Field Station. This is caused primarily because the Field Station item in the College Budget includes only the labor staff and maintenance expenditures in an amount of approximately $15,000, while the professional salaries are carried in the budget item of the main station. He recommended that the professional salaries be also included in the Field Station item. Following extended discussion, decision as to this

matter was put over until the June meeting of the Trustees.

COMMITTEE

At the request of the Chairman, Professor Koon then introduced the members of the professional staff of the station who each, in turn, described briefly his particular program of research.

The Chairman thanked the members of the staff for their contributions to the meeting and stated that he felt it had been a very beneficial one for the Trustees.

The meeting adjourned at 1:15 P.M.

Robert D. Crawley
Secretary
Pro Tem

160 (b)-11-43. 13051

COMMITTEE

MASSACHUSETTS STATE COLLEGE

May 6, 1946

Board of Trustees
Massachusetts State College

The following letter from President Baker to the Trustee Committee on Faculty and Program of Study dated March 11, 1946 and the resultant mail ballot are hereby made part of the official records of the Board.

March 11, 1946

Committee on Faculty & Program of Study
Board of Trustees

Gentlemen:

As it may not be possible to have a meeting of the Trustee Committee on Faculty & Program of Study until just before our 76th Commencement, or even over into the summer, I am taking the liberty of sending you statement of proposed changes in Graduate School regulations. Would appreciate your running through these and indicating your approval or disapproval on enclosed card.

You will recall that I submitted to the Board a statement of policy for the operation of the Graduate School on May 26, 1945. This statement was discussed by the Trustee Committee on Faculty & Program of Study and later passed by the Full Board with one or two changes recommended by the Committee.

If the full statement is not easily available, let me know and I'll send you another copy which possibly you may want to go over before making a decision on the enclosed proposed changes.

You will be interested to know that ground was broken today for two new dormitories for men. These dormitories will be located in the area south of Fisher Laboratory. Perhaps it will be a little clearer if I say on the bench below and northwest of Butterfield House. These are being built by the Alumni Building Corporation which assures us that the dormitories will be ready for occupancy by September 15th.

Best wishes.

Sincerely,

/s/ Hugh P. Baker

1350

MASSACHUSETTS STATE COLLEGE

Mail Ballot

COMMITTEE

Yes - on changes in the Statement of Policy for the Graduate School.

Richard Saltonstall
Clifford C. Hubbard
Harry Dunlap Brown
John J. Desmond, Jr.
Mrs. Elizabeth L. McNamara
Leonard Carmichael
Frank L. Boyden

J. W. Bunker Secretary

Proposed Changes in Graduate School Regulations

The statements listed below are proposed changes in the regulations adopted by the Graduate School Faculty on April 18, 1945.

1. Page 2, paragraph 2. That the first sentence be changed to read:

   "The student may be considered for candidacy for a degree only after he has completed successfully eight graduate credits of study at this College."

2. Page 2, under "Residence." That the following statements be added to the regulation therein stated:

   "Members of the professional staff of the College, and teaching, industrial and research fellows, and department assistants, whose appointments call for half-time services or more, may fulfill the requirement by taking less than nine credits per semester.
   "Any further exceptions to the above rule must be approved by the Graduate School Committee."

3. Page 3, first paragraph. That the second sentence ("Not more than twelve credits may be earned in courses open to undergraduates") be deleted, and the following statement substituted:

   "At least six credits in addition to thesis must be earned in courses of graduate level which are normally not open to undergraduates."

4. Page 3, last paragraph. That this paragraph be deleted and the following statements substituted:

   "At least fifteen credits shall be earned in courses taken at the College, unless exception is granted by the Graduate School Committee.
   "Credits shall not be valid towards the degree for longer than six years after they have been recorded in the Graduate School office, except on approval of the Graduate School Committee."

5. Page 4, first paragraph. That the following statement be inserted before the last sentence:

   "Approximately two-thirds of the major credits earned must be in courses of graduate level, not normally open to undergraduates.

6. The phrase, "Department of Education," as it appears under "Note" on page 1 and again on pages 3 and 4 is a misnomer. In future statements of the regulations, some other expression should be substituted, such as "Education," or (on page 4) "major adviser in Education."

7. Page 4. That the paragraph second from the bottom be changed to read:

   "Not more than fifteen graduate credits may be earned in courses which are offered primarily for undergraduates."

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Executive Committee & Finance Committee

May 14, 1946, 10:30 A.M., Trustee Bartlett's Office, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Taber, Hoftyzer, Carmichael, Brett, Mrs. Leach, President Baker, Treasurer Hawley, Secretary Burke

It was

VOTED: To waive reading of minutes of the last meeting.

Budget

President Baker and Treasurer Hawley reported on the status of the 1947 budget of the College. As passed, the budget for maintenance is reduced by $212,000 from the original request of the Trustees but in addition it is short by $128,000 which the Trustees voted to add to the original budget to provide for increased housing and other activities. Only five of the nineteen teaching positions have been approved. However, President Baker pointed out that the Ways and Means Committee informed him that the budget as passed does not represent the idea of the Ways and Means Committee as to the needs of the College in the coming year. This amount was passed in order not to delay the whole state budget but with the idea that a sub-committee of the Ways and Means would visit the campus to determine additional needs, especially to meet the veterans load. This committee was on campus two weeks ago and seems favorable to considerable additions to the budget.

Supplementary Budget

The President and Treasurer then presented to the Trustees the suggestions of the Administration for a supplementary budget for 1947 to take care of needs of the College not approved in the budget just passed. There was rather full discussion of the various items and it was

COMMITTEE

VOTED: To approve the supplementary budget for 1947 as presented but with the understanding that the Treasurer would eliminate column headings beginning on page 2 "Restoration of Cut" and "Additions for Operation".

Stockbridge School of Agriculture

President Baker presented request from the Stockbridge School of Agriculture for ten new teaching positions to enable the School to take 65 additional students. He said that the School has objected that it is not being permitted to increase in size this fall in the same proportion as the four-year program. Just what percentage increase should be allowed to keep the two student groups in proportion depends on the year or years taken as normal. The President pointed out that if the average of the last twelve years is used as the basis of percentage increases, a total student body on campus of 2,000 would mean about 1562 in the four-year program, 296 in the Stockbridge School, and 142 in the Graduate School. However, if one were to take the peak enrollment in any year of each student group, the Stockbridge figure would be more than 300 for the coming fall. The total of 2,000 students on campus cannot be increased because of lack of housing. No action was taken on the request for additional instructors for the Stockbridge School.

Skinner, Edna L.

retirement

The President reported that Miss Edna L. Skinner, Dean of the School of Home Economics, will retire August 31. Careful search has been made for a successor for Miss Skinner and the President recommended appointment of Dr. Helen S. Mitchell. Miss Mitchell was Research Professor of Home Economics at the College from 1935 to 1942 and is now with the University of Pittsburgh. It was

MASSACHUSETTS STATE COLLEGE

Mitchell, Helen S.

VOTED: To appoint Dr. Helen S. Mitchell as Dean of the School of Home Economics effective September 1, 1946.

OMMITTEE

Radcliffe, Ernest J.

President Baker reported that Dr. Ernest J. Radcliffe, College Physician, has returned recently from military leave and has had a very fine offer to go elsewhere. Dr. Radcliffe prefers to remain in Amherst and is willing to stay if his salary can be increased by $300 so that he would have the salary of Department Head rather than Professor. This change in Dr. Radcliffe's status can be made without adding to the budget or the cost of operation. Dr. Clarence E. Gordon is retiring this year from his position as Head of Department and it is proposed to use his position for the promotion of Dr. Radcliffe and to use Dr. Radcliffe's position for the appointment of a successor to Dr. Gordon. It was

VOTED: To increase salary of Dr. E. J. Radcliffe by $300 to become effective on the retirement of Dr. Gordon as Head Department of Geology and Mineralogy.

Steam Lines

Treasurer Hawley reported that bids have been received for construction of steam return lines and electrical distribution system for which funds in the amount of $130,000 were appropriated by the last Legislature. Two bids were received - one for $92,514 and one for $94,700. It was

VOTED: To approve awarding of the contract for improvements to steam and electrical distribution to S. Volpe Company at $92,514 and to authorize the Treasurer to execute contract in the name of and for the Board of Trustees.

Trust Funds

The Treasurer recalled that the Board has approved in principle the loaning of Trust Funds to fraternities and sororities on first mortgages on the approval of a sub-committee of the Board. This sub-committee has approved a loan of $5,000 to Kappa

Pi Beta Phi Sorority

Kappa Kappa Gamma Sorority

COMMITTEE

Kappa Gamma Sorority which has been authorized by the Board and it recommends a loan of not more than $5,000 to Pi Beta Phi Sorority, both of these to be first mortgage loans on real estate in Amherst which the sub-committee has inspected. It was

Sororities

Fraternities

VOTED: To authorize a loan of not more than $5,000 to Pi Beta Phi Sorority secured by first mortgage on real estate.

VOTED: To authorize the Treasurer to withdraw from Springfield Safe Deposit and Trust Company $10,000 of unvested principal funds and if necessary to sell U. S. Treasury 2½'s of '72 to provide amount needed.

Board Rates

The Treasurer reported that board rates for students are approved by the Trustees. Increasing costs indicate that this rate should be raised from the present $7.00 per week at Draper Hall and $7.50 per week at Butterfield Dormitory. After discussion, it was

VOTED: To authorize weekly board rate of $7.50 at Draper Hall and $8.00 at Butterfield Dormitory and at the cafeteria now being built - these rates to go into effect at the opening of college in September.

Devens

President Baker reported that Governor Tobin had called conference of Massachusetts College presidents at 2:30 (May 14) in the Governor's office to discuss the possibility of establishing a college or school at Fort Devens to provide educational opportunities for qualified veterans who could not be admitted to Massachusetts colleges because of lack of facilities. President Baker said that it would be most economical for the State first to expand its present facilities at Massachusetts State College, at the Teachers Colleges and possibly at the County Agricultural Schools.

MASSACHUSETTS STATE COLLEGE

However, should such expansion fail to meet the needs of veterans, he would be very glad to cooperate in any way in making the Devens project a success. He said that no commitments would be made by the Administration without consultation with the Board.

President Baker suggested that County Agricultural Schools might be expanded for two-year vocational training in agriculture such as is now offered at the Stockbridge School. He felt that this move would relieve the pressure for admission to the Stockbridge School.

The meeting was adjourned at 12:45 P.M.

J. V. Beck Secretary

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Buildings and Grounds
June 22, 1946, 10:30 A.M., President's Office, Amherst
Chairman Whitmore presiding

PRESENT: Trustees Whitmore, Hubbard, Brett, Taber, Bartlett, Mrs. Leach, President Baker, Treasurer Hawley, Secretary Burke

It was

VOTED: To dispense with reading of the call and with minutes of the last previous meeting.

Colonial Inn property

President Baker said that word has reached him that the Colonial Inn property at the south entrance to the campus has been purchased by some local business men who are planning to erect a restaurant with dancing facilities. There was discussion as to what steps should be taken to see that a nuisance is not developed. It was finally agreed that the best procedure would be for college officials to talk with the business men concerned to obtain their cooperation in planning for a desirable structure that would be of service to the College rather than disservice.

Louisa Baker land

The President presented request from Sigma Alpha Epsilon for option on Lot A in the Louisa Baker tract of the College for a period of two years at a purchase price of $1,000. The Trustees studied the map of the Louisa Baker tract and it was felt that Lot A might be divided into two lots and still leave fraternities adequate space for construction and suitable grounds. After discussion, it was

Sigma Alpha Epsilon fraternity

VOTED: To recommend that the Board of Trustees authorize the President to indicate to Sigma Alpha Epsilon that the Trustees are willing to reserve Lot A on a portion of the lot for option to the fraternity after a resurvey of the land.

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During luncheon at Draper Hall the committee was joined by the following members of the staff: Ralph A. Van Meter, Dean of the School of Horticulture, Messrs. Markuson, Sievers, Blundell and Marston - the latter four being members of the Campus Planning Council.

There was discussion of the location of the following buildings: Physics, Animal Disease, Engineering, Dormitory for Women, Veterinary Science, Sororities.

The group then visited various sites on the campus and returned to the President's Office to continue the discussion.

Powers property

President Baker reminded the group that the college budget for quite a number of years has carried an item for purchase of the Powers property which is surrounded by college land. The committee agreed that it was most desirable for the long-range good of the College that this land be acquired and, it was

VOTED: To request Treasurer Hawley to investigate the possibility and cost of acquiring the Powers property and report back to the Board.

Alpha Sigma Phi fraternity

There was feeling that if the College can acquire the Powers property, the road to Butterfield could be straightened at the corner and in that event Alpha Sigma Phi might be given more land facing Clark Drive in exchange for part of their present holding on the road to Butterfield dormitory. This would permit Lot A of the Louisa Baker tract to be divided into two fraternity lots.

It was agreed that the committee should not take final action on the location of the various proposed new buildings but should tentatively make recommendations and consult by mail with members of the Landscape Advisory Group of college alumni.

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In accordance with this understanding the following opinion polls were obtained from members of the committee:

Physics building

1. To locate the Physics building opposite Goessmann Laboratory near North Pleasant Street so that it would be the first building in the interior of the campus from North Pleasant Street. It was felt that this would leave room for one more building in this line in the interior of the campus. However, it was agreed that the Physics building should not be placed so near to North Pleasant Street that traffic vibrations would interfere with experiments.

Animal Disease Control Laboratory

2. Animal Disease Building and future buildings for College of Veterinary Science to be located northwest of Stockbridge Hall.

Sororities

3. Sororities to be located on North Pleasant Street from Lovers Lane to the Montague property.

Engineering building

4. Future Engineering buildings to be located north of Draper Hall.

The meeting was adjourned at 5:20 P.M.

J. W. Buck Secretary

160 (b)-11-43. 13051

OMMITTEE

MASSACHUSETTS STATE COLLEGE

MISSING PAGES CARRIED MINUTES OF DEVENS MEETINGS WHICH HAVE BEEN TRANSFERRED TO SPECIAL BOOK FOR DEVENS MINUTES.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Faculty & Program of Study

June 26, 1946,4:00 p.m., Parker House, Boston

In the absence of Chairman Carmichael,
Dr. Boyden presided

PRESENT: Trustees Boyden, Bartlett, Desmond, Hubbard, Mrs. McNamara, President Baker, Treasurer Hawley, Secretary Burke

Sproston, Thomas

President Baker reported that in accordance with paragraph 2, article 12 of the By-Laws, Dr. Thomas Sproston, Assistant Professor of Botany, had requested to be heard in matter of his release from the College as of August 31, 1946. The committee requested first to speak with Professor A. Vincent Osmun, Head of the Department of Botany, and P rofessor Osmun talked with the committee and answered questions concerning Dr. Sproston's service.

Professor Osmun retired from the room and the committee invited Dr. Sproston to appear. Dr. Sproston presented his appeal and answered questions of the committee. After Dr. Sproston's retirement from the room, the committee discussed the appeal and it was unanimously

VOTED: That after hearing Dr. Sproston's appeal, the committee sees no cause for action.

New Courses

On the recommendation of the college committee on Course of Study and of the President, it was

VOTED: To recommend that the Trustees approve the following new courses to be offered at Massachusetts State College.

Forestry 57 (1) Silvics. Forest ecology as a foundation for silvicultural practice: light, moisture, temperature, chemical,and mechanical conditions in relation to plant life; environmental factors from an ecological viewpoint, their effect upon forest vegetation, and how they are influenced by it; the development and silvical habits of the individual tree; the development, characteristics,

and classification of forest communities; plant indicators; methods for the study and analysis of vegetation and its environment.
2 class hrs; 1 4-hr. lab. and field period. Credit 3

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Forestry 59 (I) Forest Protection. The principles of protecting forests from harmful agencies with special reference to the prevention and control of forest fires; the causes, effects, and prevention of forest fires; pre-suppression of activities; fire suppression methods; measurement of forest-fire danger; and fire-control standards, costs, and plans. In addition, the protection of forests from injurious agencies other than insects and disease is also treated. (Basic information regarding protection against insect and plant pests is offered in such courses as Entomology 72 and Botany 51, respectively.)
2 class hrs; 1 2-hr. lab. and field period. Credit 3

Forestry 78 (II) Harvesting of Forest Products. Methods of harvesting forest products in the several forest regions of the United States with a study of the uses of modern machinery and techniques. Cost control as a factor in the development of harvesting methods and policies. Illustrative examples and practical problems.
3 class hours. Credit 3

Sociology 61 (I) Population Problems. An analytical study of population trends and problems of the world. In greater detail: the origin, composition, growth, migration, and urbanization of the American Population.
3 class hours Credit 3
Prerequisite Sociology 28

Sociology 82 (II) Sociological Theory. An examination of the contributions of European and American writers who have concerned themselves with theories of the origin, growth and development of human social organization.
3 class hours Credit 3
Prerequisities, Sociology 28, 53.

Sociology 76 (II) Introduction to Social Welfare. Contemporary problems of social concern: causes of poverty; methods of caring for adult and child dependents and defectives. A consideration of public and private agency administration and techniques, and an examination of federal, state and local community programs.
3 class hours Credit 3
Prerequisities, Sociology 28, 51, 75.

Olericulture 73 (I) Marketing Practices, and Olericulture 74 (II). Merchandizing of Perishables.

This is really not a new course, but simply an extension of a one semester course which has already been approved. In so enlarging the course the material now included in course 74 has been divided into the two specific phases indicated by the course names given above.

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Physical Education 5 (I) Physical Education Survey. A survey of the health, physical education, and physical recreation courses which make up the physical education major. This course provides an introduction to the broad field of physical education.

Required for all physical education majors.
2 class hrs. 1 2-hr. lab. period (Lab. hr. by arrangement)
Credit 3

Physical Education 22 (II), First Aid and Training.

These two courses now form the introductory courses for major students in the Division of Physical Education.

Physics 95 (I) and 96 (II), Electronics
3 class hours Credit 3

This course will satisfy the needs of students who wish to go into the Electronics (radio field)

Economics 83 (I) Business Management. A study of the problems connected with the management of a business enterprise. Alternate years.
3 class hours Credit 3

Economics 70 (III) Monopolies. A study of the growth, development and social control of monopolies. Alternate years.
3 class hours. Credit 3

Engineering course - training of superintendents of highways

President Baker reported request from Mr. Norman DeWind representing the Associated Contractors of the United States that Massachusetts State College offer through the Division of Engineering a one-year short course for training of superintendents of highways and other forms of construction. The Associated Contractors would build a building on the campus and provide equipment for the course. Some instructional assistance would also be provided by the Association.

Professor C. I. Gunness and George A. Marston of the Division of Engineering have investigated this proposal and have submitted a suggested one-year curriculum which they believe would make possible a very satisfactory one-year course. The President said that with the new engineering positions provided in the budget, it would be possible to handle the instruction. After discussion, it was

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VOTED: To recommend that the Board of Trustees authorize the College to offer the following one-year course for the training of superintendents of highways and other forms of construction provided the members of the Associated General Contractors of the United States and other equipment manufacturers agree to erect on the campus a building to cost not less than $100,000 and also further agree to provide highway and other forms of machinery to be used for instruction, demonstration and research.

First Term (four months)

	Lect.	Lab.
English Composition	3	
Mathematics	3	
Engineering Drawing		4
Cost Accounting	3	
Surveying	2	3
Sheet Metal & Welding (4)		6
Machine Shop and Equipment Repair (12)		10
	11	23

Second Term (four months)

	Lect.	Lab.
English Composition	3	
Mathematics	3	
Construction Equipment (4)		8
Business and Contract Law	3	
Highway and General Construction	3	
Materials Testing		4
Machine Shop & Equipment Repairs (12)		8
	12	20

On the recommendation of Willard A. Munson, Director of Extension, and President Baker, it was

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VOTED: To promote Earle S. Carpenter, now Secretary of the Extension Service, to a vacant position of Extension Specialist at salary of $4200 beginning July 1, 1946.

Carpenter, Earle S.

Upon the recommendation of the Academics Activities Board and President Baker, it was

VOTED: To authorize payment from Academics Activities Funds of $50 to Leonta G. Horrigan, Instructor in English, as extra compensation for extra service as advisor of the freshman handbook during the college year 1945-46.

Academics Activities Coaches

On the recommendation of the faculty of the College and of the President, it was

VOTED: To recommend that the Trustees award the degree Bachelor of Science to Dorothy Harrington Barrett, Dorothy Helen Rieser and Donald Eugene Rowley as of the class of 1946. President Baker explained that each of the three has completed three years in good standing at M.S.C., then transferred to medical schools. Each has completed the first year at medical school in good standing and accordingly is entitled to the undergraduate degree of M.S.C.

Degrees

Also on the recommendation of the faculty and of the President, it was

VOTED: To award the degree of Bachelor of Science to Frank George Brenna as of the class of 1938. Mr. Brenna completed all academic requirements in 1938 but his degree was withheld until he had completed payment of outstanding debts to the College.

Upon the recommendation of Dr. Leon A. Bradley, Head of the Department of Bacteriology and approval of Acting Dean Alexander of the School of Science and of the President, it was

Bacteriology & Public Health

VOTED: To change the name of the Department to Department of Bacteriology and Public Health.

The meeting was adjourned at 6 o'clock.

J. W. Burke Secretary

MASSACHUSETTS STATE COLLEGE

COMMITTEE

PAGES 1368-1378 NOT USED.

MASSACHUSETTS STATE COLLEGE

Amherst, Mass.

July 26, 1946

Board of Trustees
Massachusetts State College

The following letter from Treasurer Hawley to the Finance Committee of the Board of Trustees dated July 18, 1946 and the resultant mail ballot are hereby made part of the official records of the Board.

July 18, 1946

To: Trustee Committee on Finance

Gentlemen:

Due to the recent call of several bonds as shown in the attached report, we have at the present time $10,000 of uninvested principal - $5,000 of this is earmarked for a first mortgage on the Kappa Kappa Gamma Sorority House which has been approved by the Trustees.

I have discussed the investment of the remaining $5,000 with the Chairman and it is our recommendation that it be invested in U. S. Treasury, Series G Bonds, 2½'s of '58.

It seems to be the consensus that this is the best investment available at the present time for an institution like ourselves with the restrictions placed upon our investment policy by law.

If you approve this investment, will you please so indicate in the attached ballot and return in the enclosed envelope. If you have other suggestions, I shall be glad to receive them.

Very truly yours,

/s/ Robert D. Hawley
Treasurer

Mail Ballot

Mr. Robert D. Hawley, Treasurer
Massachusetts State College

In accordance with recommendation in letter of July 18, 1946, I do approve the purchase of $5,000 U. S. Treasury, Series G Bonds, 2½'s of '58.

Signed: Joseph W. Bartlett
John W. Haigis
Richard Saltonstall
Philip F. Whitmore
Alden C. Brett
Ernest Hoftyzer
Ralph F. Taber

Secretary

MASSACHUSETTS STATE COLLEGE

July 18, 1946

COMMITTEE

INVESTMENT REPORT

	Cost	Call Price	Profit
Bonds Called:			
Scranton Spring Brook Water Co., 5's of '67	$9,450	10,197	747
Ohio Public Service, 4's of '62	1,000	1,042	42
Jersey Central P & L, 3½'s of '65	4,140	4,179	39
Totals	$14,590	15,418	828

Invested:

First Mort. Real Estate, 4% Beta Chapt. of Pi Beta Phi - demand note	$5,000

Earmarked:

First Mort. Real Estate, 4% Kappa Kappa Gamma Sorority	$5,000

Recommended for Current Investment

U. S. Treasury, Ser. G, 2½'s '58	$5,000

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Executive Committee

August 22, 1946, 10:00 A.M., Mr. Bartlett's Office, Boston, Mass.

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Whitmore, Brett, Carmichael, President Baker, Dean Van Meter, Treasurer Hawley, Secretary Burke

Steam Lines

Treasurer Hawley reported that the College had an appropriation of $45,000 to extend the steam line to the new dormitories and to Butterfield Hall. The lowest bid for the work was $70,000. At conference with the Budget Commissioner and the Secretary of the Emergency Public Works Commission, it was agreed that the Public Works Commission would take the steam line to the dormitories as part of its already approved project for the College of extending steam and electrical distribution systems. However, Emergency Public Works would not take over the extension of the steam line to Butterfield. After discussion, it was

VOTED: To authorize the Treasurer to request the Emergency Public Works Commission to include the construction of a steam supply line and condensate return from the pit at Fernald Hall to the new Alumni dormitories in the authorized project Number PE3 - Improvements to Steam and Electrical Distribution Systems. It was also

VOTED: To accept the low bid of the Cleghorn Company of Boston for construction of steam supply and return lines to new dormitories in the net amount of $64,228 and also to authorize the Treasurer to execute a contract with said Cleghorn Company for this construction in the name of and for the Board of Trustees.

Architects

Treasurer Hawley discussed the question of appointment of architects for the Physics Building, the Waltham Field Station Building, and the Animal Disease Laboratory. President Baker

recommended that different architects be employed for each building so that work might be distributed fairly. After discussion, it was

COMMITTEE

VOTED: To request the Chairman to appoint a sub-committee of three to select an architect for the Physics Building in the name of the Executive Committee. This committee is to invite Erford W. Poole of New Bedford to come to Chairman Bartlett's office at 10:30 a.m., Wednesday, following Labor Day,

The Chairman named the following as sub-committee:

Trustees Brett, Whitmore, and Bartlett

It was

VOTED: To appoint Louis W. Ross of Boston as architect for the proposed Animal Disease Laboratory and to authorize the Treasurer to execute a contract with Mr. Ross on the standard contract form and terms of the Emergency Public Works Commission in the name of and for the Board of Trustees.

It was also

VOTED: To appoint Barnes and Champney of Boston as architects for the proposed Waltham Field Station Building and to authorize the Treasurer to execute a contract with Barnes and Champney on the form and terms of the Emergency Public Works Commission, such contract to be in the name of and for the Board of Trustees.

Tuition

There was discussion of non-resident and veterans' tuition at Massachusetts State College. The Treasurer pointed out that the presently authorized fuition for out-of-state students is $110 per semester. The general agreement between the Veterans' Administration and colleges of the country is that the colleges are permitted to charge the Veterans under Public Law 346 at the out-of-state tuition rate. For some reason, the Veterans' Administration has not agreed to pay this rate to Massachusetts State College, feeling

COMMITTEE

that they need an opinion from the Attorney General concerning the legality of the tuition rate. The Attorney General's office has submitted a statement to the Veterans' Administration, but the Administration still would like to have a statement from the Board of Trustees that veterans' tuition is the same as that for out-of-state students. Such statements would be retroactive to September 1944. After discussion, it was

VOTED: That the Trustees establish a tuition rate for all non-resident students and for all veterans enrolled under the provisions of Public Law 346 of $110 per semester and that said rate be retroactive to September 1, 1944.

President Baker said that the two Alumni dormitories are developing slower than expected and will not be ready by the time College opens in the fall. It is planned to house 300 veteran students in the dormitories. He pointed out that if the dormitories are late by one or two weeks these men could be housed temporarily in the Drill Hall, Physical Education Cage, and Four-H Club Houses. However, if this period should be extended to four or six weeks, there might be a great deal of complaint and dissatisfaction, as the men would have no adequate place to study and no proper toilet facilities. He raised question whether it would be better to send 300 veteran students to Devens for the first semester and return them to the College at the opening of the second semester. It was

VOTED: To refer this decision to the President with power provided the Executive Committee of the College at Devens approves.

In order to clarify negotiations with the Veterans' Administration concerning summer school tuition rates, the following was

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Summer School tuition rates

VOTED: That the Trustees approve the following tuition and fees for the six weeks' summer session of 1946:

Residents of Massachusetts	$20.00
Non-residents and veterans	40.00
Non-residents and veterans - one course only	20.00
Special Public Health course - residents	15.00
One credit course - residents	5.00

President Baker reported that the Mead Bill has been passed by the U. S. Senate and Congress to add to the facilities of colleges and universities. The College would like to apply for some temporary structures including laboratories and classrooms. After discussion, it was

Federal Housing

VOTED: To authorize the President and Treasurer to file an application with the United States of America for Provision of Veterans' Educational Facilities, and Designating and Authorizing a Representative.

WHEREAS, Massachusetts State College (herein called the "Applicant"), acting by and through its governing body, upon the basis of available data, has found that there exists or impends an acute shortage of educational facilities required for persons engaged in the pursuit of courses of training or education under Title II of the Servicemen's Readjustment Act of 1944, as amended, and to relieve such shortage proposes to request the United States of America through the Bureau of Community Facilities, Federal Works Agency, (Herein called the "Government"), to provide educational facilities, pursuant to Public Law 697, 79th Congress, (Section 504 of the Lanham Act, as amended), and in connection therewith, has examined and considered such law, the Regulations, the Information for Applicants, the form of application and the form of proposed agreement:

NOW, THEREFORE, be it resolved by the Board of Trustees of the Applicant (herein called the "Governing Body") that a justification of need and that an application or applications be filed, in such form as may be required by the Government, to provide such educational facilities as are required to alleviate such acute shortage, and that the Applicant will comply with the various requirements and conditions necessary to enable the Government to provide such facilities; and

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BE IT FURTHER RESOLVED that Robert D. Hawley, Treasurer, is hereby designated as the Applicant's Representative and is authorized in his capacity as such Representative to file with the Government a justification of need and an application or applications to negotiate, execute, and enter into an agreement or agreements with the Government in substantially the form of agreement considered by the Governing Body, to negotiate, execute and enter into such other agreements and instruments and to perform and do any and all acts as may be necessary to provide a suitable site and site preparation, streets or roadways, sidewalks, landscaping, utility mains, technical or engineering data, architectural or engineering services, necessary rights of entry and rights of way for Government operations, to accept on behalf of the Applicant ownership and possession of such facilities, to assure the Government that such facilities will be utilized by the Applicant to carry out the purposes of such law, and to do or perform any and all other acts that are necessary to accomplish the purposes of the Applicant's application, to perform the Applicant's obligations under its agreement with the Government, and to obtain the provision of such facilities.

ROTC Air Corps

President Baker reported that the College has opportunity to establish an ROTC Air Corps Unit in addition to its present armored cavalry unit. It was

VOTED: To authorize the President or Treasurer to sign an application for an Air Corps ROTC Program.

Mastitis Control Laboratory

The Treasurer reported that the Legislature of 1945 had appropriated funds for setting up a mastitis control laboratory on the campus at Amherst, but during 1945 and early 1946 it was impossible to get men for key positions in the laboratory and also impossible to get material and equipment. Because of the delay there has been considerable dissatisfaction from farmers which has made itself felt in the State House. The College has finally obtained a man to head the laboratory and is doing its best to get the laboratory into operation. There is still trouble however in finding equipment and also in purchasing it with funds available. No action was requested of the Board. It was

MASSACHUSETTS STATE COLLEGE

VOTED: To hold the annual budget meeting of the Board of Trustees on Wednesday, September 4, 1946. It was further

COMMITTEE

VOTED: That the meeting should consist of the meeting of the Finance Committee at 12 o'clock and full board at 6:00.

The meeting was adjourned at 12:30 p.m.

Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Special Trustee Committee
Board of Trustees, Masachusetts State College

September 4, 1946, 10:30 A.M., Mr. Bartlett's Office, Boston

PRESENT: Chairman Bartlett, Trustees Brett, Whitmore, President Baker, Secretary Burke

Architects

The purpose of the meeting was to interview Erford W. Poole, architect of New Bedford, who was interested in preparing plans for Physics Building authorized by the Legislature for construction on the campus at Amherst. After interviewing Mr. Poole, the committee

VOTED: Not to employ Mr. Poole as architect for the Physics Building.

There was discussion as to what architectural firm should be employed and it was finally decided to employ the firm of Killam, Hopkins, and Greeley of Newbury Street, Boston. Trustee Brett talked with Mr. Greeley by telephone and Chairman Bartlett made telephone inquiries concerning the ability of the firm. Later Mr. Greeley was interviewed in person.

The meeting was adjourned at 11:15 A.M.

J. W. Burke
Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

September 4, 1946, 12:00 M., Parker House, Boston

COMMITTEE

Chairman Bartlett presiding

PRESENT: Chairman Bartlett, Trustees Whitmore, Brett, Taber, Saltonstall, President Baker, Dean Van Meter, Treasurer Hawley, Secretary Burke

Dormitories

The committee interviewed Louis W. Ross, Architect on the Alumni dormitories, as to completion dates. Mr. Ross explained the delay in the finishing of the dormitories as being caused by shortages of materials, inability to get shipments, and difficulty in procuring and holding labor. He said that the dormitories would be ready by December 1 and there is a good possibility that the cafeteria may be ready for use before that date and possibly some rooms on the ground floor.

The dormitories will house 300 veterans. Question then arose as to where to house these 300 veterans until the dormitories are ready. Two possibilities were considered. (1) Sending the 300 men to Devens for the first semester. This would disrupt plans at Devens and would also require the sending of some teachers from Amherst to Devens. Further, it is doubtful if the men themselves would be willing to transfer. (2) Keeping the 300 at Amherst and doubling them up with other students or placing them in buildings not normally used for the housing of students. After discussion, it was

VOTED: To keep the 300 students at Amherst as being the lesser of two evils.

Budget

The committee then considered the college budget for the fiscal year 1948. The proposed budget was mailed to members of the

committee one week before the meeting. At the meeting they adopted procedure of going through the entire budget according to main items such as Administration, Instruction, Extension Service, Experiment Station, etc. It was agreed that with the tremendous demand for education both from veterans and recent high school graduates, there must be expansion of the teaching program. In view of this, it was generally agreed to reduce askings in all non-Instruction items in so far as possible. The committee cut $10,000 from Instruction supplies and equipment; $4200 from Extension Service personal service; $15,810 from Experiment Station personal service; $3,500 from Waltham Field Station temporary labor; $3,240 from Control Services personal service; $1,500 from Productive Enterprises personal service; $3,360 from Operation of Plant personal service.

It was

Director of Extension Service

Munson, Willard A

VOTED: To recommend that the Board of Trustees increase the salary of the Director of the Extension Service from $5400 to $5700 per year so that his salary would be the same as that of the Director of the Experiment Station.

It was

Treasurer, salary

Hawley, R.D.

VOTED: To recommend that the Board of Trustees increase the salary of the Treasurer from $5100 to $6500 per year in view of the greatly increased responsibility now carried by this position.

Dr. Van Meter said that since the budget was submitted to the Trustees for consideration, a careful study has been made of the cost of transferring students from Devens to Amherst on the completion of two years at Devens. Because of the accelerated program the men at Devens will have completed two academic years by January of 1948. The College must therefore be prepared to handle them during the fiscal year of 1948.

He pointed out that it would be possible for men to complete four years at Devens in a subject such as liberal arts but

COMMITTEE

that it would not be possible for them to take the junior and senior work in engineering or agriculture. He estimates that 300 engineers, 240 science students, and 70 students in agriculture, horticulture, and forestry will be ready for transfer by January of 1948. Ten engineering instructors, 10 science instructors and 3 teachers of agriculture and horticulture will be needed to handle this group at Amherst at a cost of approximately $40,000 in the fiscal year 1948. Supplies and equipment during the fiscal year 1948 would cost $27,000.

The Trustees agreed that it was not only desirable but necessary that these veterans be given the opportunity to complete the education which they have begun at Devens. After discussion, it was

Budget

VOTED: To add $67,000 to the budget to allow of these 1948 transfers.

With these changes, it was

VOTED: To recommend that the Board of Trustees approve a college budget for 1948 in the amount of $2,315,460 for maintenance.

It was

VOTED: To recommend approval of the budget for Boarding Hall in the amount of $315,000.

It was

VOTED: To recommend approval of the budget for Special Maintenance in the amount of $92,150.

The committee then considered the budget for capital outlay and

COMMITTEE

MASSACHUSETTS STATE COLLEGE

VOTED: To recommend that the Board of Trustees approve 18 capital outlay projects totaling $5,059,500.

1.	Power Plant Reconstruction	$900,000
2.	Steam Line Extension and Improvements	250,000
3.	Engineering Building and Equipment	1,225,000
4.	Addition to Chemistry Laboratory	300,000
5.	Classroom Building	450,000
6.	Building for School of Veterinary Medicine	650,000
7.	Remodelling Cavalry Stable for use of Mech. ROTC	30,000
8.	Incinerator & Building	9,000
9.	Replace Water Mains for Fire Protection	10,000
10.	Repairs and additions to Farm Buildings	30,000
11.	Reconstruction of Clark Hill Road	30,000
12.	Addition to Food Technology Laboratory	150,000
13.	Physical Education Building for Women	450,000
14.	Central Garage and Repair Building	90,000
15.	Purchase of Powers Property	4,500
16.	Armory for Military Training	450,000
17.	Reconstruction of Laboratory at Marshall Hall	6,000
18.	Purchase Montague Property	25,000
		$5,059,500

Budget

The meeting was adjourned at 4:30 P.M.

H. W. Beede

Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Joint Meeting of Trustee Executive and Finance Committees

COMMITTEE

October 23, 1946, 11:00 A.M., 49 Federal Street, Boston, Mass.

Chairman, Trustee Bartlett

PRESENT: Trustees Bartlett, Brett, Taber, Whitmore, Saltonstall, Hoftyzer, Mrs. Leach, President Baker and Treasurer Hawley

Revolving Fund Enterprises

The problem which has arisen in financing the College Store and certain other Student Revolving Fund Enterprises was explained by the Treasurer. Section 5A, Chapter 75, General Laws, authorizes the Trustees to operate these enterprises on a Revolving-Fund basis. Their operation has always been on a cash basis and no problem of financing has arisen heretofore. The present situation is due to the fact that veterans, training at the College under the provisions of Public Laws 16 and 346, have their textbooks and class supplies provided by the Veterans Administration and payment is made in arrears. This has meant that the working capital is tied up in Accounts Receivable.

Veterans

College Store

The Treasurer reported that he had discussed with the Attorney-General's Department the possibility of borrowing the funds to meet this emergency and the unofficial opinion of that department was that the law does not authorize Trustees to borrow funds and that this would not be a proper solution therefore.

The Treasurer had also discussed the matter with the Budget Commissioner as to the possibility of securing State Funds to underwrite the Receivables and provide the necessary cash. It was the opinion of the Commissioner that this is not a feasible solution at the present time, due to the fact that no funds have been appropriated for this purpose.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

It was the opinion of the Committee that further effort should be made by the Treasurer and President to secure State Funds to meet this temporary, emergency need, and that they should also make an effort to secure prompt payment of amounts due by the Veterans Administration. It was decided to hold another meeting of the Committee at 11:00 A.M. on November 4 at the same place for further consideration of the problem and a decision.

In the course of the consideration of the above matter, it was explained to the Trustees that all current funds, other than public appropriations, are held by the Treasurer in a single bank account. It was the opinion of the Trustees that Student Deposit Funds should be deposited separately, and it was

Student Deposit Funds

VOTED: To instruct the Treasurer to establish a separate bank account for Student Deposit Funds.

The Treasurer explained the need for authority from the Trustees for an Officer to sign schedules for payments at Devens. Under the provisions of Section 5, Chapter 75, this person must be a Trustee or an Officer of the Board of Trustees. To meet this situation, it was

Erickson, G. E., Asst. Treasurer Board of Trustee

VOTED: To appoint Mr. G. E. Erickson, Chief Fiscal Officer for the College at Devens, as Assistant Treasurer of the Board of Trustees.

It was

VOTED: To authorize the Assistant Treasurer of the Board of Trustees, G. E. Erickson, to approve expenditures from appropriations to the College at Fort Devens on behalf of the Board of Trustees and in accordance with the provisions of Section 5, Chapter 75 of the General Laws.

The matter of the transfer of the War Memorial Funds which was referred to the Finance Committee by the Board of Trustees was presented by the Treasurer and, it was

VOTED: That the balance in the War Memorial Fund, $641.65 be transferred to the Treasurer of the Alumni War Memorial Committee.

COMMITTEE

War Memorial Fund

The Treasurer also explained that certain expenditures have been made from this fund from additions which had been made to it by the Alumni War Memorial Committee, totaling $459.21, and upon his recommendation, it was

Transfer of Funds

VOTED: To approve expenditures from the War Memorial Fund on behalf of the Alumni War Memorial Committee totaling $459.21.

Upon the recommendation of the President, it was

School of Science

VOTED: To confirm the appointment of Dr. Charles P. Alexander as Dean of the School of Science.

Public Health - building

The President explained a proposal that the State Department of Health and the State College jointly file a bill with the next Legislature for a building on the campus to house activities of the State Department of Health in this section of the State and also the College Department of Bacteriology. The State Department of Health is now occupying a large laboratory in Fernald Hall and has need for further facilities in this section. They are cooperating with the College in teaching of Public Health Courses and it was the President's opinion that this is a very desirable proposal. It was

VOTED: To approve a program of joint action by the State Department of Health and the Trustees of the College in filing a Bill with the Legislature for a building to house activities of the State Department of Public Health and the College Department of Bacteriology; said building estimated to cost $450,000.

The meeting adjourned at 1:15 P.M.

Robert D. Hawes
Secretary Pro Tem

COMMITTEE

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

November 6, 1946, 11:00 A.M., Waltham Field Station, Waltham

Chairman Whitmore presiding

PRESENT: Trustees Whitmore, Taber, Carmichael, Mrs. Leach, President Baker, Director Sievers, Professor Koon, Secretary Burke

Waltham Field Station

The purpose of the meeting was to determine location for new headquarters and office building for the Waltham Field Station for which the last Legislature appropriated $125,000. Professor Koon offered for inspection preliminary plans by Barnes and Champney, architects selected by the Board. These plans indicate a two-story building 101 feet by 134 feet with the basement to seat 300 to 400 persons for meals and a first floor auditorium of 400 seats.

New Headquarter and office buil ing

Professor Koon said that the architect estimates that such a building will cost $250,000 and he raised question as to how additional funds should be procured.

The committee agreed that the best procedure would be to advertise for bids so as to determine exactly what the building would cost. After these bids are received the committee can determine the next step.

Trustee Taber raised question as to the wisdom of building during this period of high costs. If the building could wait a year or two, a much better price could be obtained. There was discussion as to whether it would be wise to seek to double the original appropriation to erect this building in view of the acute need for buildings to serve the educational needs of veterans on the campus at Amherst. After discussion and inspection of site, it was

COMMITTEE

VOTED: To approve recommendation of Director Sievers and Professor Koon that the building be located east of the present laboratory and facing Beaver Street.

It was also

VOTED: To approve recommendation of Director Sievers and Professor Koon as to location of the new greenhouse for which the Legislature appropriated $9,000; namely, to extend the most southerly of the present greenhouses to the east.

The meeting was concluded by a luncheon in Waltham which was attended by those named above and Professors Dempsey, Whitcomb and Gilgut.

The meeting was adjourned at 2 o'clock.

J. E. Beech Secretary

MASSACHUSETTS STATE COLLEGE

Amherst, Mass.

November 21, 1946

COMMITTEE

Board of Trustees
Massachusetts State College

The following letter dated November 18 from Treasurer Hawley to Chairman Bartlett and members of the Finance Committee of the Board of Trustees of Massachusetts State College and the resultant mail ballot are hereby made part of the official records of the Board.

November 18, 1946

To Mr. Bartlett and Members of the Finance
Committee of the Board of Trustees

Gentlemen:

At a meeting of the Board of Trustees on September 4, 1946, upon the recommendation of the Trustee Committee on Finance, it was voted to appoint architects for the new college buildings, including the appointment of Kilham, Hopkins and Greeley for the Physics Building. While the Trustees authorized the Treasurer to execute a contract with Mr. Ross for the Animal Disease Building and Barnes and Champney for the Waltham Field Station Building, this action was apparently overlooked in the case of the architect for the Physics Buildings.

We are now in the process of negotiating a contract on the standard Emergency Public Works form and specific Trustee action is needed. In the past, the Finance Committee has acted for the Board in these matters. Therefore, I am requesting a vote by mail ballot as follows:

> "To appoint Kilham, Hopkins and Greeley, Architects, for the proposed Physics Building, and to authorize the Treasurer to execute a contract with the above firm on the form and terms of the Emergency Public Works Commission, such contract to be in the name of and for the Board of Trustees."

This is the same form of vote which was taken in the cases of the appointment of the other two architects.

Very truly yours,

/s/ Robert D. Hawley
Treasurer

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MASSACHUSETTS STATE COLLEGE

Mail Ballot

COMMITTEE

Upon the recommendation to appoint Kilham, Hopkins and Greeley, as Architects for the proposed Physics Building, and to authorize the Treasurer to execute a contract with the above firm on the form and terms of the Emergency Public Works Commission, such contract to be in the name of and for the Board of Trustees.

I do approve: Joseph W. Bartlett
Ralph F. Taber
Alden C. Brett
Richard Saltonstall
John W. Haigis
Philip F. Whitmore

Secretary

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Finance
December 4, 1946, 10:00 A.M., Mr. Bartlett's Office, Boston, Mass.

Chairman Bartlett presiding

COMMITTEE

PRESENT: Trustees Bartlett, Brett, Whitmore, Taber, Saltonstall, President Baker, Assistant Treasurer Broadfoot, Secretary Burke

Rent Refund

Mr. Broadfoot presented several recommendations from Treasurer Hawley. The first of these was recommendation that, in view of the crowded conditions in dormitories this year, the Trustees authorize the Treasurer to make a refund of one-half of the amount of the semester rent to any student who, with the permission of the Dean, has moved from a college dormitory to an off-campus residence on or before October 7, 1946.

There was divided opinion over this recommendation. Some of the Trustees favored rebate in full of the semester rent on the grounds that the College had not suffered through the moving out of these students. About five students are involved. Other members of the committee felt that it might not be fair to the students who had remained under crowded conditions. There being a tie vote, Chairman Bartlett referred decision to next meeting of the full Board of Trustees.

Land

The second recommendation of Treasurer Hawley was that the transfer of a small parcel of land at the northern end of the college property, approximately 4,710 square feet, for a similar parcel approximately 3,075 square feet, owned by A. D. Holmes of the college faculty be approved and the Treasurer be authorized to execute and sign the necessary deed in the name of and for the Board of Trustees.

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Mr. Broadfoot showed a plan of the land involved and said that while the College would receive less land than it would grant, the land it would receive was clear and level. The land to be granted to Dr. Holmes contains several stumps and is not level. The exchange would also help to straighten the college boundary line. He pointed out that the College would benefit by the exchange in that it now has a drainage ditch through Dr. Holmes' land to protect one of the college tobacco barns. In the exchange the College would become owner of the land through which the ditch runs so that the ditch could be maintained. After discussion, it was

VOTED: To approve exchange of land as described above and to authorize the Treasurer to execute and sign necessary deed in the name of and for the Board of Trustees.

Tau Epsilon Phi Fraternity

Loan

Mr. Broadfoot said that the Tau Epsilon Phi fraternity has applied for a loan of $9,500 on property owned by the fraternity at 418 North Pleasant Street. The Trustee sub-committee on real-estate loans, Trustees Brett and Whitmore, with the Treasurer inspected the property and recommend the granting of a loan of $7,500. After discussion, it was

VOTED: To grant a loan of $7,500 to the Tau Epsilon Phi fraternity on the security of a demand note and a first mortgage on the property of the fraternity at 418 North Pleasant Street, said loan to be at interest rate of 4% and to be amortized at rate of not less than 4%, and to authorize the Treasurer to invest endowment fund principal in said loan.

Massachusetts Beta House Corporation

Mr. Broadfoot reported that the Massachusetts Beta House Corporation has applied for an additional loan of $3,500 to the

first mortgage loan of $5,000 granted by the Trustees in July, 1946. The basis of the application is that the sorority has invested

COMMITTEE

$7,500 in repairs and improvements to the property since the granting of the original loan. Trustee Whitmore, Mr. Broadfoot and Treasurer Hawley have inspected the property and recommend the loan. Trustee Brett said that he had seen the house at the time of the July loan and that if the improvements were made as stated above, he would favor the loan. After discussion, it was

Loan

VOTED: To grant additional loan of $3,500, making a new first mortgage loan of $8,500 on the property owned by the Massachusetts Beta House Corporation at 388 North Pleasant Street, said loan to carry same provisions as the present; i.e. 4% interest and amortization at 4% and to authorize the Treasurer to invest endowment fund principal in said loan.

In order to provide the cash for the above mortgage loans, it was

VOTED: To authorize the Treasurer to sell U. S. Treasury Bonds, 2½ of 1967-72, in amount not to exceed $11,000 and to withdraw the amount of this sale from the Agency Account in the Springfield Safe Deposit and Trust Company.

Bonds

The committee then considered several proposals for amendment to the 1948 budget and after discussion, it was

VOTED: To add the sum of $20,000 to the 1948 budget for Capital Improvements, Steam Line Extension Project, to provide for extension of the central heating system to Butterfield dormitory.

Budget

It was

VOTED: To add the following new positions to the 1948 budget:

New Positions

1. Junior Clerk, Treasurer's Office, $1380.

2. Head Bookkeeper or Senior Accountant (The committee recommends that the Treasurer

establish a position paying approximately $3900 so that the Treasurer may be relieved of some of the office detail. However, if the Treasurer thinks it best to employ a Head Bookkeeper at $3,000, the committee approves.)

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3. Laboratory Assistant - Experiment Station - $1,620.
To assist in seed control laboratory. Volume of work is increasing yearly.

4. Temporary labor - Experiment Station, Seed Laboratory - $945.

5. Senior Clerk - President's Office - $1,830.
To relieve President's Secretary of reception desk so that she can devote more time to personnel records. No position added in this office for more than 20 years.

6. Assistant Registrar - Instruction - $2,820.
To assist the Registrar in handling admission of students including Devens students. This work is now carried on a temporary position from the Devens appropriation.

7. Senior Clerk - Instruction (Registrar's Office) - $1,830.
To act as clerk for Assistant Registrar described above. This position is also carried currently on a temporary basis from the Devens appropriation.

It was

Reclassification

VOTED: To add the following reclassifications to the 1948 budget:

1. Joseph Paradysz from Mechanical Handyman to Technical Assistant - Grounds Service - $2,190.
To hold an invaluable employee who is rendering exceptional service in maintaining athletic areas and equipment.

2. Paul W. Stickel from Instructor to Assistant Professor - Forestry - $2,820.
Served as Assistant Professor during absence of Robert Holdsworth, Head of Department.
Well qualified for rank and needed to serve increasing number of students majoring in Forestry.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Federal Works Agency

Surplus Buildings and equipment

President Baker reported that the Administration and an informal committee of department heads have been studying needs of the College to determine how the instructional program could benefit through the acquisition of surplus buildings and equipment made available by the Mead-Lanham Act. Under this Act colleges may acquire surplus wooden buildings which will be moved onto the campus without charge and become permanent property of the College. Surplus equipment is available at 95% discount. However, the College would need to provide for certain utility services and would have to be in a position to pay 5% of the cost of surplus equipment. With the great increase in student body, President Baker pointed out that the college classrooms and laboratories are now overcrowded and more students cannot be admitted until more space is available.

Members of the committee raised question as to whether acquisition of these temporary structures would impair the chances of the College acquiring permanent buildings through legislative appropriation. It was pointed out that even if the Legislature grants permanent buildings, it will take some time before they are completed and ready for use. Meantime there is serious need for space. After discussion and upon recommendation of President Baker, it was

VOTED: To authorize the President to add the amount of $50,000 to the 1948 budget for the purpose of acquiring surplus buildings and equipment under Federal Works Agency.

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President Baker pointed out that the College has a balance of $19,500 from the $60,000 which the General Court appropriated in connection with the bringing to the campus of temporary dormitories. If he can obtain permission to use this balance, he could reduce the amount requested in the budget to $30,500.

Engineering Building

There was discussion of the need for an early start on the construction of an Engineering Building. Five hundred and forty-nine of the students now at Devens are registered for Engineering. By February of 1948 they will have completed two years and be ready for transfer to Amherst to complete their instructional program. The Engineering Building should be ready by that time. Further, the College at Amherst has taken in a large number of Engineering students who cannot receive an Engineering degree unless the building is provided. It was unanimously

> VOTED: To authorize the President to introduce a bill in the name of the Trustees for an Engineering Building and equipment at cost of $1,500,000.

It was suggested that the President consult with the Engineering Department further as to whether this amount of money is sufficient.

Mastitis Control Laboratory

President Baker pointed out that Chapter 586 of the Acts of 1945 authorizes the establishment of a Mastitis Control Laboratory at the College. This bill fixed the amount to be spent in the first year at $18,000 and in each succeeding year at $13,000. Rising costs make it impossible to operate the laboratory at $13,000 per year. The personnel alone, when they reach the maximum salary of their grade, will cost roughly $13,000. The President recommended that the limitation of expenditure be stricken from the

bill and the laboratory be operated on an annual appropriation.

After discussion, it was

COMMITTEE

VOTED: To authorize the President to submit an amendment to Chapter 586 of the Acts of 1945 calling for the striking out of the sentence limiting expenditures.

It was

VOTED: That in the event the 1948 budget does not provide for appropriations to carry on mastitis control work an amount be added for that purpose.

Dutch Elm Disease Program

There was discussion of the need for more space to carry on the Dutch Elm Disease Program. Trustee Brett reported that he had conferred with members of the Botany Department concerning the recent increase in the disease. Apparently Dutch Elm is now threatening to destroy many elm trees in this State unless its ravages can be stopped. Space is lacking in Clark Hall for expansion of the program.

President Baker said that he hesitated to ask for further buildings in the budget but that more space might be provided in one of two ways. When the new Physics building is finished, the old building might be used to house Dutch Elm or it may be possible to allocate one of the proposed Federal buildings for Botany.

Salary Increases

President Baker recalled that last year the Trustees approved a schedule for submission to the Legislature calling for increased salaries for members of the professional staff. The last Legislature granted general increases to State employees and these increases provided adequate increments to members in the lower professional grades. However, those with the rank of Associate Professor and above have not been adequately cared for and it is in

these ranges particularly that the College is out of line with other colleges. The President submitted a new schedule almost

COMMITTEE

identical with that of last year except that it proposes increases in salary for those in the rank of Associate Professor and above. After discussion, it was

VOTED: To approve the salary increase schedule as proposed by the President, (see attached copy) and to authorize the President to submit the schedule either as an amendment to the 1948 budget or as a supplementary budget item.

The meeting was adjourned at 12:15 P.M.

Secretary

MASSACHUSETTS STATE COLLEGE
Amherst, Mass.

November 10, 1946

Proposed Increases in Salary Ranges for Teaching,
Research Faculty and Officers of Administration

Title	Number of Positions	Present Range Minimum	Maximum	Proposed Range Minimum	Maximum	Step
Associate Professor (Includes 1 Librarian 2 Ext. Asst. State Leaders)	10	3,960	4,200	3,960	4,320	240
Professor (Includes 1 Asst.Treasurer 1 Dean of Women 1 Director of Placement 1 Head Admin. Clerk)	28	4,080	4,800	4,200	5,100	300
Research Professor	20	4,200	4,920	4,500	5,400	300
Extension Professor (Includes 2 Ext. State Leaders and 1 Ext. Editor)	21	4,200	4,920	4,500	5,400	300
Head of Department (Includes 1 Director of Short Courses 1 Ext. State Leader 1 Secretary M.S.C.)	26	4,380	5,100	4,800	5,700	300
Head of Division	5	4,500	5,400	5,000	6,000	500
Service Director (Includes 1 Dean, M.S.C. 1 Dir. of Experiment 1 Dir. of Extension 1 Treasurer)	4	5,400	6,300	6,000	7,000	500
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ASSOCIATE PROFESSOR - 10	Present Rate	Proposed Rate
Alderman, George W.	4,200	4,440
Fraker, Charles F.	4,200	4,440
Foley, Richard C.	3,960	4,200
Goding, Stowell C.	4,200	4,440
Goldberg, Maxwell H.	3,960	4,200
Hodge, Walter H.	3,960	4,200
Smith, J. Harold	4,200	4,440
Wood, Basil B.	3,540	3,960
Leland, Harley A.	4,140	4,320
Nodine, Earle H.	4,140	4,320
PROFESSOR - 28		
Barrett, Rollin H.	4,800	5,100
Blundell, Lyle L.	4,800	5,100
Caldwell, Theodore C.	4,080	4,380
Crampton, G. Chester	4,800	5,100
Cary, Harold W.	4,080	4,380
Fessenden, Richard W.	4,800	5,100
Freeman, Monroe E.	4,800	5,100
French, Arthur P.	4,800	5,100
Glick, Harry N.	4,800	5,100
Gore, Harold M.	4,800	5,100
Hargesheimer, Walter G.	4,800	5,100
Julian, Arthur H.	4,800	5,100
Lanphear, Marshall O.	4,800	5,100
Musgrave, Arthur B.	4,080	4,380
Neet, Claude C.	4,800	5,100
Prince, Walter E.	4,800	5,100
Sanctuary, William C.	4,800	5,100
Torrey, Ray E.	4,800	5,100
Trippensee, Reuben E.	4,800	5,100
Vinal, William G.	4,800	5,100
Wilson, Leonard R.	4,080	4,380
Woodside, Gilbert L.	4,080	4,380
Curtis, Helen	4,620	4,920
Grayson, Emory E.	4,620	4,920
Broadfoot, John K.	4,080	4,380
Teahan, Francis J.	3,120	4,200
Marston, George A.	4,080	4,380
----------(vacant)	4,080	4,380

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RESEARCH PROFESSOR - 20	Present Rate	Proposed Rate
Archibald, John G.	4,920	5,220
Bourne, Arthur I.	4,920	5,220
Chandler, Frederick B.	4,200	4,500
Colby, William G.	4,920	5,220
Doran, William L.	4,920	5,220
Franklin, Henry J.	4,920	5,220
Fuller, James E.	4,920	5,220
Guba, Emil F.	4,920	5,220
Hays, Frank A.	4,920	5,220
Holmes, Arthur D.	4,920	5,220
Holmes, Julia O.	4,920	5,220
Kightlinger, Clifford V.	4,680	4,980
McKenzie, Malcolm A.	4,920	5,220
Rozman, David	4,920	5,220
Shaw, Jacob K.	4,920	5,220
Sieling, Warren D.	4,920	5,220
----------Freeman	4,200	4,500
----------Olson	4,200	4,500
Whitcomb, Warren D.	4,920	5,220
new position - Control	4,200	4,500
EXTENSION PROFESSOR - 21		
Bell, Ellsworth W.	4,920	5,220
Boyd, Oran C.	4,920	5,220
Branch, Fayette H.	4,920	5,220
Carpenter, Earle S.	4,200	4,500
Cole, William R.	4,920	5,220
Donaldson, Ralph W.	4,920	5,220
Ellis, Carlton C.	4,440	4,740
Fawcett, Clifford J.	4,200	4,500
Gaunt, Stanley N.	4,440	4,740
Harrington, Wellesley C.	4,920	5,220
Klein, Gay T.	4,920	5,220
Loy, Lawrence V.	4,920	5,220
Moser, Roy E.	4,920	5,220
Parmenter, Robert B.	4,920	5,220
Thies, Wilbur H.	4,920	5,220
Thompson, Cecil L.	4,200	4,500
Westcott, George W.	4,920	5,220
----------Parker	4,200	4,500
Jones, Horace M.	5,100	5,400
Billings, Beatrice E.	4,800	5,100
Oleson, Grunow O.	3,660	4,500

HEAD OF DEPARTMENT - 26	Present Rate	Proposed Rate
Bradley, Leon A.	5,100	5,400
Fellers, Carl R.	5,100	5,400
Frandsen, Julius H.	5,100	5,400
Gage, George E.	5,100	5,400
Gamble, Philip L.	5,100	5,400
Holdsworth, Robert P.	5,100	5,400
Jeffrey, Fred P.	4,860	5,160
Lentz, John B.	5,100	5,400
Lindsey, Adrian H.	5,100	5,400
Mitchell, Helen S.	4,380	4,680
Moore, Frank C.	5,100	5,400
Osmun, A. Vincent	5,100	5,400
Otto, Raymond H.	5,100	5,400
Powers, Wallace F.	5,100	5,400
Rand, Frank Prentice	5,100	5,400
Radcliffe, Ernest J.	5,100	5,400
Ritchie, Walter S.	5,100	5,400
Snyder, Grant B.	5,100	5,400
Thayer, Clark L.	5,100	5,400
Purvis, Albert W.	4,380	4,680
Eisenmenger, Walter S.	5,100	5,400
Gunness, Christian I.	5,100	5,400
Koon, Ray M.	5,100	5,400
Verbeck, Roland H.	5,100	5,400
Dayton, James W.	5,100	5,400
Burke, James W.	5,100	5,400
HEAD OF DIVISION - 5		
Alexander, Charles P.	5,400	5,900
Hicks, Curry S.	5,400	5,900
Mackimmie, A. Anderson	5,400	5,900
Rice, Rictor A.	5,400	5,900
Van Meter, Ralph A.	5,400	5,900
SERVICE DIRECTOR - 4		
Machmer, William L.	6,300	6,800
Sievers, Fred J.	6,300	6,800
Munson, Willard A.	6,000	6,500
Hawley, Robert D.	5,100	6,000
GRAND TOTAL	542,280	579,280

Cost in first year = 5/6 or $30,830

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee
on Faculty & Program of Study

February 5, 1947, 12:30 P.M., Hotel Statler, Boston

Chairman Carmichael presiding

PRESENT: Trustees Carmichael, Bartlett, Hubbard, Mrs. McNamara, Brown, Desmond, President Baker, Dean Van Meter, Treasurer Hawley, Secretary Burke

It was

VOTED: To dispense with reading of the call and reading of the minutes of the last previous meeting.

President Baker said that the Administration has been considering for some years a meritorious service award to be presented to outstanding Alumni at the June Commencement. The Administration feels that this would provide an excellent opportunity to recognize one to three Alumni annually who have rendered unusual service. Further, such an award might help to protect the value of honorary degrees. The College has always been careful and has limited quite severely the number of honorary degrees awarded. After discussion, it was

VOTED: To recommend that the Trustees authorize annual award of a meritorious service medal to outstanding Alumni of the College during the June Commencement, the names of prospective recipients to be submitted by the Associate Alumni through the College Administration to the Trustees for approval.

Meritorious Service medal

It was

VOTED: To recommend that the Trustees name the two new dormitories now being completed by the Massachusetts State College Building Association - Chadbourne Hall and Greenough Hall in honor of former Presidents Paul A. Chadbourne and James C. Greenough. Cadbourne Hall is designated as the southerly of the two dormitories, Greenough Hall as the northerly.

Chadbourne Hall

Greenough Hall

President Baker said that these two are the only former presidents of the College who have not had buildings named for them.

COMMITTEE

Farm Bureau

President Baker and Secretary Burke presented request from the Massachusetts Farm Bureau and other agricultural groups calling for the establishment of five new positions of Extension Specialist at $4200 each, five Junior Clerks at $1380 each, and an amount of $3300 for travel; one of the Specialists to serve the field of Entomology, one to serve Cranberry Growers, and three to serve the Dairy Industry. President Baker recommended the inclusion of these positions in the budget for the year beginning July 1, 1947. After discussion, it was

VOTED: To recommend for consideration by the Finance Committee requests of the Farm Bureau Federation and other agricultural organizations as listed above leaving to the Finance Committee the determination as to whether it is financially possible or advisable that these positions be included in this year's budget.

Honorary Degrees

President Baker presented list of candidates for honorary degrees to be awarded at the June Commencement. He said that a committee of Alumni had proposed a list of names to the Administration, that the Administration had accepted some of the names, and had included one not suggested by the Associate Alumni. President Baker read full records of each individual on his list and after discussion, it was

VOTED: To recommend that the Trustees authorize award of the following degrees at the June Commencement of 1947.

1. Francis A. Bartlett, class of 1905, the honorary degree Doctor of Agriculture.

2. Sidney B. Haskell, class of 1904, the honorary degree Doctor of Science.

3. Mrs. Minnie Ryan Dwight of Holyoke, the honorary degree Doctor of Humane Letters.

MASSACHUSETTS STATE COLLEGE

4. Frank S. Clark, with the class of 1887, the degree Bachelor of Science extra ordinem.

COMMITTEE

During the temporary absence from the meeting of President Baker, the committee unanimously

Honorary Degree

VOTED: To recommend that the Trustees award the honorary degree Doctor of Laws to President Hugh P. Baker.

Hugh P. Baker

At the request of the President, Secretary Burke outlined the present vacation arrangements for members of the professional staff of the College. He said that under Chapter 75, the Board of Trustees has authority to "elect the president, necessary professors, tutors, instructors, and other officers of the College and fix their salaries and define the duties and tenure of office." Until April of 1943 and under authority of the Board, the College granted annual vacations of one month to members of the professional and clerical staffs other than resident teachers. In April of 1943, the Commission on Administration and Finance adopted rules and regulations fixing the vacations of all state employees other than teachers at two weeks per year until five years of service, three weeks per year after five years of service, and four weeks per year after ten years of service.

Vacations - for staff

Director Munson of the Extension Service, and Director Sievers of the Experiment Station have had great difficulty since that time in recruiting new members of their professional staffs. Recruits generally come from other colleges and these other colleges grant at least one month's annual vacation. The Directors feel that vacation regulations are working against the best interests of their services and that there will be a tendency for standards to be lowered if the College fails to attract outstanding men. Request

has been made in writing to the Commission on Administration and Finance requesting exemption from the vacation regulations but no reply has been received.

COMMITTEE

The committee discussed the vacation policy and

VOTED: To recommend that the Board of Trustees fix the annual vacation of members of the professional staff of the College other than resident teachers at one month.

On the recommendation of President Baker, it was

Van Meter, Ralph A. - Acting President

VOTED: To recommend that the Trustees name Dean Ralph A. Van Meter as Acting President of the College during any absence of President Baker between now and June 30, 1947.

On the recommendation of President Baker, it was

Department of Education

Department of Psychology

VOTED: To recommend that the Trustees authorize the Administration to divide the present Department of Education and Psychology into a Department of Education and a Department of Psychology; also, to recommend that Dr. Albert W. Purvis, present Chairman of the combined Department, be appointed Chairman of the Department of Education, and that Dr. Claude C. Neet be appointed Chairman of the Department of Psychology; changes to be effective September 1, 1947. In keeping with recent policy of the Board, it is understood that each Department Chairman is to serve on a rotating basis.

Department of Romance Language

Department of Languages and Literature

It was also recommended that the Trustees authorize the Administration to divide the present Department of Languages and Literature into a Department of Romance Language and a Department of Languages and Literature effective September 1, 1947; also, that Dr. Charles F. Fraker be appointed Chairman of the Department of Romance Languages and that Professor Frank Prentice Rand, now Head of the combined Department, be appointed Chairman of the Department of Languages and Literature, these chairmanships to be on a rotating basis as mentioned in paragraph above.

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On the recommendation of President Baker, it was

VOTED: To recommend that the Trustees elect Philip H. Smith, who retired September 30, 1946 as Head of the Feeds, Fertilizers, and Seeds Laboratory as Research Professor Emeritus.

Emeritus Resea
Professor Phil
H. Smith

The meeting was adjourned at 2:50 P.M.

H. O. Buck Secretary

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Minutes of Meeting of Trustee Committee on Finance

February 5, 1947, 2:50 P.M., Hotel Statler, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Carmichael, Brett, Hubbard, Whitmore, Taber, Saltonstall, Desmond, Mrs. McNamara, President Baker, Dean Van Meter, Treasurer Hawley, Secretary Burke

It was

VOTED: To dispense with reading of the call and reading of the minutes of the last previous meeting.

Dr. Carmichael reviewed the recent meeting of the Executive Committee of the Board of Trustees of Massachusetts State College at Fort Devens concerning salary increases for members of the teaching staff and upon recommendation of this committee, it was

Salary Increases - for Devens staff

VOTED: To recommend a guarantee of six weeks summer session employment in the summer of 1947 to all members of the teaching staff at Fort Devens at one-fourth of the annual salary, provided that approval for this arrangement can be worked out between Dr. Hodnett and the Commission on Administration and Finance.

There followed discussion of the proposal to grant extra step-rate increases in the fall of 1947 to Instructors and Assistant Professors as discussed by the Executive Committee at Devens and, it was

VOTED: To recommend that the Trustees request a minimum salary for Instructors at Massachusetts State College of $2460 and a minimum salary for Assistant Professors of $3000 effective September 1, 1947 and approve necessary amendment of the budget to provide for these two rates.

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It was the feeling of the Trustees in making this vote that the financial problem of teachers at Devens is very similar to the problem of teachers at the State College at Amherst and that the salary scale should be the same at both colleges.

It was

Endowment Funds

VOTED: To ratify changes in investments of endowment funds made by the Springfield Safe Deposit and Trust Company during the calendar year 1946 as authorized by the Finance Committee and as listed in the attached report.

It was

Loan Kappa Sigma Fraternity

VOTED: To recommend that the Trustees approve a mortgage loan of $24,000 to Kappa Sigma fraternity, the loan to be amortized in twenty years.

Trustee Brett abstained from voting.

It was

Bonds

VOTED: To authorize the Treasurer to sell the following stocks and bonds.

$2400 Columbus Venetian Stevens bonds of '55.
12 shares Columbus Venetian Stevens stocks.
65 shares Community Public Service stock.

these securities to be sold at market value within 30 days.

It was

VOTED: To authorize the Treasurer to sell $15,000 U. S. Treasury 2½ bonds, market value, January 15, of $15,445.50 to provide funds for the loan to Kappa Sigma fraternity as voted above and to authorize him to withdraw from Savings Bank accounts such further funds as may be required for this loan.

It was

Rent Refund

VOTED: To confirm action of the Treasurer in refunding one-half semester rent to four students who left Commonwealth Circle a few days after the opening of the fall semester because of crowded conditions.

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It was

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Federal Works Agency

VOTED: To recommend that the Trustees authorize the President and Treasurer to execute a contract with the Bureau of Community Facilities of the Federal Works Agency for the construction and equipment of temporary educational facilities for veterans on the campus and to authorize the President and Treasurer to sign such contract in the name of and for the Board of Trustees. Treasurer Hawley explained that the Trustees previously authorize the Administration to negotiate with Federal Works Agency with a view to obtaining temporary wooden buildings for use as classrooms and laboratories. Four buildings have now been located and are promised to the College. Cost to the College is estimated at $30,000.

Mass. State College Building Association

Treasurer Hawley said that the Massachusetts State College Building Association was authorized by the Legislature to increase its capital by $400,000 and to construct additional housing facilities on the Campus. There is prospective urgent need for housing by 1948 and the Association would like to have instructions from the Trustees as to proceeding with completion of another dormitory. After discussion, it was

Dormitory

VOTED: To recommend that the Trustees request the Massachusetts State College Building Association to proceed as promptly as possible with the construction of a dormitory to be placed north of Lewis Hall and to provide in addition to student rooms, kitchen and dining facilities for approximately 450 students in the Lewis-Thatcher group, the new building to house women students.

Blanket Bonds

Treasurer Hawley pointed out that employees of Massachusetts State College at Amherst and at Devens who handle cash are covered by commercial blanket bond of $10,000 and that the Treasurer at Amherst and the Chief Fiscal Officer at Devens are each covered by a $10,000 surety bond. In view of the increasing amounts of cash handled, he recommended that the blanket bond be increased and, it was

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VOTED: To recommend that the Trustees increase the commercial blanket bond covering employees of Massachusetts State College at Amherst and at Devens from $10,000 to $20,000.

Diagnostic Laboratory at Waltham

President Baker reported that during the past week a delegation of poultrymen representing the Massachusetts Federation of Poultry Associations called at the College to request the establishment of a diagnostic station for poultry to be located in the new building proposed for the Waltham Field Station. Waltham is central to the poultry industry of eastern Massachusetts and the poultrymen felt that the diagnostic service would be more used if located near to the heart of the industry. The cost of setting up the station, buying supplies, and staffing it for the first year would amount to $50,000. After consideration, it was

VOTED: To refer this request to the Committee on Agriculture.

President Baker and Treasurer Hawley presented several proposals for amendment of the college budget for 1948. On their recommendation, it was

Treasurer's Office

VOTED: To recommend that the Trustees approve addition of one Junior Accountant at $2280, two Senior Clerks at $1830 each, and one Junior Clerk at $1380 to serve in the Treasurer's Office. This personnel is needed to handle the additional work involved in changing 543 employees from monthly to weekly payroll basis as required by the Legislature beginning July 1, 1947.

Farm Bureau

The Committee next considered request for addition of five Extension Specialists, five Junior Clerks, and $3300 for travel as requested by the Farm Bureau and other agricultural organizations. After consideration, it was

VOTED: To refer these items to the Committee on Agriculture.

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On the recommendation of the President and Treasurer, it was

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VOTED: To recommend that the Trustees authorize addition of seven positions under Operation of Plant at a cost of $12,330 to care for four new classroom and laboratory buildings to be provided by the Federal Works Agency and $1400 for supplies, the seven positions to be four Janitors at $1620, one Painter at $1950, one Plumber at $1950, and one Electrician at $1950.

Power Plant workers

Treasurer Hawley outlined the need for more housing for the next college year and proposed the erection of cinder block dormitories - some to be used for housing of single students and others as faculty apartments. The College at present does not have enough rooms for the students expected to arrive in February 1948 and, further, there are no facilities in the town for the housing of additional staff members which will be required. After discussion, it was

Cinder Block Dormitories

VOTED: To recommend that the Trustees authorize the addition of an item of $400,000 as special appropriation in the 1948 budget for the construction of 8 cinder block dormitories, each to be two stories, 30 by 100 feet, to house 280 single veterans and 50 married veterans or faculty at cost of $50,000 for each building.

Treasurer's Report

Chairman Bartlett asked whether the annual report of the Treasurer for the year ending June 30, 1946 had been sent to all Trustees. Mr. Hawley said that it had. It was then

VOTED: To accept report of the Treasurer as submitted.

Chairman Bartlett recalled that he had appointed a special committee of the Devens Board of the Trustees to study the needs of Massachusetts State College in relation to taking students as

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transfers from Devens at the end of their second year. Dr. Van Meter said that at the request of this committee, he had been preparing figures and that these would be ready shortly. Some additions to the budget will be necessary. In order to expedite handling of the report of the special committee, it was

VOTED: To authorize Chairman Bartlett, Dr. Carmichael, and Dr. Van Meter to make additions to the college budget for 1948 such as may be recommended by the special Devens committee.

The meeting was adjourned at 5:15 P.M.

J. W. Burke Secretary

COMMITTEE

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ENDOWMENT FUND INVESTMENTS
CHANGES IN 1946

		Cost	Price	Profit
	Sales			
March 11	U.S. Treasury, 2's, 53/51	$ 4,000.00	$ 4,166.25	$166.25
March 11	U.S. Treasury, 1 3/4's, '48	28,166.25	28,555.62	389.37
Dec. 12	U.S. Treasury, 2½'s, 72/67	11,000.00	11,261.25	261.25
	Called Bonds			
May 22	Scranton Spring Brook Water, 5's, '67	9,450.00	10,197.62	747.62
June 11	Jersey Central P & L, 3½'s, '65	4,140.00	4,179.26	39.26
June 13	Ohio Public Service, 4's, '62	1,000.00	1,042.27	42.27
	Purchases			
March 12	U.S. Savings, Ser. G., 2½'s, '58		32,700.00	
July 19	U.S. Savings, Ser. G., 2½'s, '58		5,000.00	
	Withdrawals			
June 25	Mass. Beta House Corp. Mortgage		5,000.00	
Sept. 4	Kappa Kappa Gamma Mortgage		5,000.00	
Dec. 12	Phi Lambda Tau Inc., Mtg.	7,500.00	11,258.88	
	Mass. Beta House Corp. Mtg. (Pending)	3,500.00		

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MINUTES OF JOINT MEETING OF TRUSTEE COMMITTEES ON AGRICULTURE AND EXTENSION SERVICE

March 19, 1947, 2:00 P.M., Mr. Saltonstall's Office, Boston, Mass.

Trustee Saltonstall presiding

PRESENT: Trustees Saltonstall, Cole, Brown, Mrs. McNamara, Deely, Hoftyzer, Desmond, Acting President Van Meter, Treasurer Hawley

Also present were Director Sievers, Director Munson, Dean Rice and Representatives of various Farm Organizations as follows: Mr. Pickett, Mr. Brown, Mr. Treadwell, Mr. Makepeace, Mr. Kelly, Mr. Short, and Mr. Hiller.

The Chairman explained that the purpose of the meeting was to consider certain requests of agricultural organizations for expansion of the service of the College as these had been referred to the committee by the full Board at its meeting on February 5, 1947. Representatives of the various agricultural organizations concerned were present and the Chairman invited them to address the committee.

Mr. Makepeace, President of the Trustees for Aid to Agriculture in Plymouth County and representing the Cranberry Growers, explained their need for an extension specialist in cranberry growing. He told of the importance of this agricultural industry; particularly, in the southeastern part of the State with an annual crop valued at $15,000,000. The industry is growing -- new men are entering it and the need for educational service is increasing.

His statement was supported and amplified by Mr. Brown, County Agricultural Agent; Mr. Short, President of the Cranberry

Growers' Association; and by Mr. Pickett, Secretary of the Farm Bureau Federation. Director Munson explained how the program of

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the Extension Specialist is developed and carried out.

Mr. Shaun Kelly, Secretary of the Federated Dairies of Massachusetts, explained the request of the dairy interests for the establishment of two additional extension specialists positions in this field. One is for a man to give full time to the DHIA Program and the other to work in the field of herd health; particularly, in connection with the new mastitis program.

Professor Rice told of the importance and growth of the dairy industry and of the need for the additional extension service as requested. The request was also supported by Director Munson.

In connection with this discussion and that of the Cranberry Specialist, the question was raised as to the possibility of securing financial support for such a program from the growers themselves. It was pointed out that this is contrary to a long-established policy and that such a procedure would raise serious problems. Director Sievers stated that the educational program of the College is for the benefit of the consuming public primarily, for the assurance of adequate food supply and for a health and prosperous agriculture in the Commonwealth, and this is the basis for its public support.

Mr. Treadwell, representing the Poultrymen, explained their request for the establishment of a diagnostic laboratory at the Field Station at Waltham. The Poultry Federation has already introduced a bill into the Legislature, petitioning an appropriation of $50,000 of which $36,000 is for building and equipment and

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$14,000 for maintenance and operation. This step was taken after consultation with representatives of the College and with the hope that if an appropriation is secured, the construction funds could be added to the appropriation already made by the Legislature for a new building at Waltham to provide the laboratory facilities desired.

Mr. Treadwell pointed out the importance of the poultry industry in Massachusetts, that 70% of it is east of Worcester and that with an increasingly serious disease problem, the need for diagnostic service is increasing. Further, the Federal Department of Agriculture has requested the Express Company to discontinue the shipment of diseased birds as a precautionary measure against the spread of disease. The poultrymen wish the endorsement and support of the Trustees for the bill before the Legislature.

The Chairman thanked all of the representatives of the agricultural organizations for appearing before the committee, and then called the trustee committee into executive session. First consideration was given to the request of the poultrymen for support of their bill for a diagnostic laboratory at Waltham. It was pointed out that this is a change in policy, since heretofore the Waltham Station is devoted to horticultural service. It seemed to be the opinion of the committee that the proposed expansion would duplicate services available at Amherst, that the needs of the poultry industry in eastern Massachusetts might be met through use of facilities at the County Agricultural Schools and that it is unwise to expand the services of the Waltham Station into this field. It was

Poultry Industry

VOTED: That action upon the request of the poultry industry be postponed.

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Following consideration of the request of representatives of the Cranberry Industry, it was

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Cranberry Industry

VOTED: To recommend to the Board of Trustees that the Supplementary Budget request of the College include provision for an Extension Specialist in Cranberry Culture, together with clerk and funds for travel and maintenance, totaling in all, $6,280.00.

Following consideration of the request of representatives of the Dairy Industry, it was

Dairy Industry

VOTED: To recommend to the Trustees that funds be included in the Supplementary Budget of the College for the establishment of an Extension Specialist in Dairy Herd Improvement and an Extension Animal Pathologist, together with clerical service and traveling expense, total amount, $12,560.00.

The meeting adjourned at 4:10 P.M.

Robert D. Hawley
Secretary
Pro Tem

COMMITTEE

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

April 14, 1947, 11:00 A.M., Mr. Bartlett's Office, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Saltonstall, Brett, Taber, President Baker, Treasurer Hawley, Secretary Burke

Salary Increase - professional staff

President Baker said that a delegation of faculty members wished to appear before the Committee to discuss salary rates and at the invitation of the Chairman the following faculty members appeared. Theodore C. Caldwell, Professor of History; Fred C. Ellert, Assistant Professor of German; George W. Westcott, Extension Professor of Agricultural Economics; Victor A. Rice, Dean of the School of Agriculture. The faculty members presented information concerning comparative salary rates at other colleges and discussed increases in cost of living compared with wage and salary increases throughout the general population as against the smaller raises for members of the teaching profession.

Teaching salaries prevailing at University of Connecticut, Rhode Island State College, Rutgers University, Pennsylvania State College, Michigan State College, University of Illinois and University of California are shown in the table below but in a different order from this listing of names so that the colleges are not identified. This information was obtained by President Baker by telegram this week. Comparative figures for Massachusetts State College are listed at the head of the table.

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	Instructor		Assistant Professor		Associate Professor		Professor	
M.S.C.	2,220	2,700	2,820	3,900	3,960	4,200	4,080	4,800
	2,800	4,000	3,500	5,500	3,800	6,500	4,600	12,000
	2,000	3,960	2,800	4,800	3,000	5,300	3,600	7,300
	2,400	3,400	3,200	4,200	4,000	5,200	4,600	6,200
	2,040	3,840	2,420	4,440	3,180	5,700	4,080	7,440
	2,400	3,600	3,200	4,400	4,000	5,200	4,800	6,000
	2,800	3,300	3,300	4,000	4,050	5,100	5,200	6,400
	3,600	flat	3,900	4,500	4,800	5,700	6,000	7,300 plus

The faculty members pointed out the loss of some of the younger and abler members of the faculty, the difficulty of refilling vacant positions, and the difficulty of getting high quality teachers at present low salaries.

After the teachers left the committee members discussed salary rates and agreed that the College should offer salaries comparable with those paid at similar institutions, that the quality of the College in the long run depends on the quality of the teaching staff. It was

VOTED: To authorize the administration to amend the salary schedule previously approved by the Trustees and to submit the following schedule in the Supplementary Budget.

Instructors (Including Research Assistants)	2,700	3,300
Assistant Professors (Including 1 Agric. Coun. for Women Asst. Ext. Professors 2 Asst. State Leaders, Ext. Asst. Res. Professors)	3,420	4,320
Associate Professors (Including 1 Librarian 2 Ext. Asst. State Leaders)	4,500	4,740
Professors (Including Research Professors 2 Ext. State Leaders 1 Asst. Treasurer 1 Dean of Women 1 Dir. of Placement)	4,700	6,500

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Head of Department (Including 1 Dir. of Short Courses 1 Ext. State Leader 1 Secretary, M.S.C.)	5,000	6,800
Head of Division	5,300	7,100
Service Directors (Including 1 Dean, M.S.C. 1 Dir. of Experiment 1 Dir. of Extension 1 Treasurer)	5,700	7,500

It was also

VOTED: In view of the new rates to eliminate the differential that has existed in pay between members of the teaching staff and members of the Extension or Experiment Station staffs for comparable grades.

Supplementary Budget

The Trustees then considered various additional items for inclusion in the Supplementary Budget. Treasurer Hawley pointed out that it was necessary to ask for $400,000 for the construction of cinder block dormitories and apartments. This item was in the original budget but was put over by the Legislature for later consideration. President Baker suggested that it would be well to word the request for the $400,000 so that the Trustees might be able to use part of the amount for the construction of individual dwellings for faculty members on a liquidating basis. He said that the College has investigated pre-fabricated homes built by the Anchorage Company of Westfield at an approximate cost of $1600 per room.

Pre-fabricated houses

Without expressing opinion on the merits of pre-fabricated houses the committee

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VOTED: To include an item of $400,000 in the Supplementary Budget to provide for construction of housing facilities for students and faculty according to plans approved by the Board of Trustees and the Governor and Council.

There followed discussion of other items for inclusion in the Supplementary Budget, and it was

VOTED: To authorize the College administration to submit a Supplementary Budget in the amount of $241,931 for maintenance and in the amount of $828,000 for special appropriations as follows:

1.	Engineering Building	$250,000
	Equipment	25,000
2.	Housing for students and staff as voted above	400,000
3.	Heating plant improvements	50,000
4.	Adjustment of professional salaries	73,000
5.	Remodelling cavalry stables	30,000
		$828,000

Alumni Building Corporation

Trustee Brett raised question as to the date toward which the Alumni Building Corporation should work for the completion of the dormitory to be constructed north of Lewis and Thatcher Halls.

Dormitory

It was agreed that the Corporation should plan to have the dormitory ready for occupancy by September 1948.

Military Uniform

The Treasurer explained the need for change in the present practice of requiring a deposit of thirty dollars from students to whom military uniforms are issued. The value of these uniforms has increased to $117. Upon his recommendation, it was

VOTED: To authorize the Treasurer to collect from each student upon issuance of military uniform as supplied by Federal Government a deposit of $27 to be refunded upon return of material issued plus a fee of $3 for use of material supplied for military training, said fee to be held in a fund as insurance against losses of Federal property for which College is not reimbursed.

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The meeting was adjourned at 1:15 P.M.

COMMITTEE

J W Burke Secretary

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE
May 14, 1947, 11:00 A.M., Chairman Bartlett's Office, Boston

Chairman Bartlett, presiding

PRESENT: Trustees Bartlett, Saltonstall, Carmichael, President Baker, Treasurer Hawley, Secretary Burke

President Baker reported on recent conference held in offices of Emergency Public Works Commission in Boston in matter of Waltham Field Station office and laboratory building. This conference was attended by Professor Ray Koon of Waltham Field Station, Treasurer Hawley of the College, George Brehm, Superintendent of Buildings and Grounds, and Mr. Barnes, the architect who has been considering plans for the Waltham Station building. At this conference it was determined that the building appropriation of $125,000 for the building required certain facilities in the building and it was agreed that the building as provided in the bill could not be built for amount appropriated.

Waltham Field Station

Following conference in office of Emergency Public Works Commission in Boston on the Waltham Field Station building, Mr. Nichols, Secretary-Engineer, visited the Waltham Station and now indicates need of $150,000 more to build a building as indicated or a total of $275,000.

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President Baker emphasized the repeated efforts made over the past year to get the building at Waltham started. Finally a meeting of the Trustee Committee on Buildings and Grounds was held at Waltham on November 6, 1946 at which there was full discussion of the location of the building and what might be done in view of the fact that the architect selected had refused to sign contract. At the time of this Trustee meeting at Waltham, the wording of the bill was not fully appreciated and it was therefore suggested to Director Sievers and Professor Koon that the architect should proceed with plans for a building that might be built for $125,000 with the idea that additions could be made later.

The President reported on talk with Trustee Whitmore on the phone on May 13 and the suggestion from Trustee Whitmore that the Finance Committee of the Board should ask Ways and Means Committee to continue the appropriation of $125,000 and indicate to them the additional amount recommended by Mr. Nichols.

There was full discussion as to procedure which would satisfy the vegetable growers and others in eastern Massachusetts who are particularly interested in the Waltham Station. President Baker expressed the belief that Trustee Whitmore would be able to convince vegetable growers that the procedure recommended is satisfactory. It was

VOTED: To request the Legislature to carry over into the next year the $125,000 appropriated for the Waltham Field Station building.

Student Fees

Treasurer Hawley submitted a proposed schedule of student fees covering Summer Session, room rentals, board rates, and Infirmary fees. He said that costs have risen during the past year and that charges to the students might well be increased in view of

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rising costs. After discussion, it was

VOTED: To approve the attached schedule of student fees.

Mastitis - fees

President Baker reported that Director Sievers has received a letter from Thomas H. Buckley, Chairman of the Commission on Administration and Finance, stating that the Control Services are not to charge fees to State departments for mastitis tests. After discussion, it was

VOTED: To suggest that Mr. Buckley write to the Trustees requesting free mastitis testing service for State institutions.

Military Property

Bond for Treasurer

Bonding

Treasurer Hawley reported receipt of communication from the finance officer of the First Service Command that the amount of the bond be increased on the custodian of military property commensurate with the current value of property now at the College. The Treasurer is the custodian of military property. Since 1940 he has been bonded on a non-surety basis by the Board of Trustees. After discussion, it was

VOTED: To refer to the full Board the question of increasing bond on the custodian of military property.

Dormitories

Alumni Building Corporation

President Baker reported that those concerned with living conditions of women students on the campus object to the location of the proposed Alumni dormitory for women in the Lewis-Thatcher group if the dormitory is to provide eating accommodations for women who reside in the Lewis-Thatcher group. These persons say that the building would be too far from the center of campus and they would prefer to see the building located in the same general area but near the highway. After some discussion, it was

VOTED: To refer this question to the Committee on Buildings and Grounds.

COMMITTEE

President Baker said that Ways and Means Committee would not hold hearings on the Supplementary Budget. The College has a number of very important items in the budget including an increased salary schedule, an amount for an Engineering Laboratory, and an item for additional housing for students and faculty. It was agreed that Chairman Bartlett would request Trustees Taber and Brett to talk with members of the Ways and Means Committee urging the importance of these items and that Chairman Bartlett would himself telephone to Loomis Patrick, the Governor's legislative secretary.

Purchase of Land for Pre-fabricated houses

President Baker reported receipt of application from Donald Allan and other members of the faculty for purchase of lots on which to erect pre-fabricated houses. It was

VOTED: To refer this request to the Trustee Committee on Buildings and Grounds.

The meeting was adjourned at 1:15 P.M.

J. S. Brett Secretary

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TRUSTEE FINANCE COMMITTEE
May 14, 1947

Schedule of Student Fees

I Twelve Weeks Summer Session	1946 Rates Six Weeks	1947 Rates 12 Weeks
Tuition, residents of Mass.	$20.00	$40.00
Tuition, non-residents and Veterans under Public Law 346	40.00	100.00
Tuition, for one course only:		
Residents	15.00	25.00
Non-Residents and Veterans under Public Law 346	20.00	55.00
Student Activities Fee		5.00
Board Rate, per week		8.50
Room Rent, per week		3.50

II Room Rentals	Present Rate	Rate Sept. 1947
A. Self-liquidating Dorms		
Lewis	$135	$150
Butterfield	144	150
Greenough	135	150
Chadbourne	135	150
B. Non-Self-liquidating		
Adams	100	115
North College	90	100
Thatcher	125	140
Misc.	36-75	50-90

III Board Rate - per week		
Draper	$7.75	$8.50
Butterfield	8.25	9.00
Greenough	----	9.00

IV Infirmary Fee

Each student is allowed seven days free time for illness.

After seven days - rate per day $2.00 $4.00

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON
FACULTY & PROGRAM OF STUDY

COMMITTEE

May 23, 1947, 2:30 P.M., Parker House, Boston

Dr. Carmichael presiding

PRESENT: Trustees Bartlett, Hubbard, Desmond, Carmichael, Mrs. McNamara, President Baker, Dean Machmer, Secretary Burke

It was

VOTED: To dispense with reading of the call and reading of the minutes of the last previous meeting.

Upon the recommendation of President Baker, it was

New Courses

VOTED: To recommend that the Trustees approve the attached new courses of study. These courses have been approved by the departments and schools concerned and by the University Committee on Course of Study. Copies were sent by mail for advanced study of the committee.

Upon the recommendation of the President, it was

Bachelor of Business Administration

VOTED: To recommend that the Trustees award the degree Bachelor of Business Administration to graduates majoring in Business Administration,

Bachelor of Science in Engineering

And to award the following degrees to graduates majoring in:
Bachelor of Science in Civil Engineering.
Bachelor of Science in Electrical Engineering.
Bachelor of Science in Mechanical Engineering.
Bachelor of Science in Agricultural Engineering.

Light Building Construction

And for those majoring in Light Building Construction, the degree Bachelor of Science.

In the consideration of this vote, Dr. Hubbard raised question as to whether the University now has sufficiently strong curricula to support these new degrees. He was assured by Dean Machmer and President Baker that under authority of the Board the courses already approved and those just approved by this committee constitute a thorough curricula for the new degrees.

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Upon the recommendation of President Baker, it was

School of Engineering

VOTED: To recommend that the Trustees approve the change in name of the Division of Engineering to the School of Engineering with Professor George A. Marston as Acting Dean.

Upon the recommendation of the President, it was

VOTED: To recommend that the Trustees divide the Department of Languages and Literature as follows:

1. A Department of English with Frank Prentice Rand as Chairman. — Dept. of English
2. A Department of German with Professor Arthur N. Julian as Chairman. — Dept. of German
3. A Department of Fine Arts with Professor James Robertson as Chairman. — Dept. of Fine Arts

with the understanding that the new organization is to be effective September 1, 1947 and that chairmanships are to be on a revolving basis.

On the recommendation of the President, it was

Dept. of Business Administration

VOTED: To create a Department of Business Administration in the School of Liberal Arts with Dr. Philip L. Gamble as Acting Chairman.

President Baker said that the women of the School of Home Economics have requested that the new Home Economics building be named in honor of Edna L. Skinner, retired Dean of the School. He said that this name would be heartily endorsed by members of the Women's Advisory Council of the University and graduates of the University in Home Economics who have worked with Miss Skinner. After discussion, it was

Home Economics Building named in honor of Edna L. Skinner

VOTED: To recommend that the Trustees name the new Home Economics Building the Edna L. Skinner Home Economics Building.

President Baker said that for many years the University has conducted training institutes on campus for various groups including a Lumber Dealers Institute, a Bankers Institute, a Pest Control Operators Institute, etc. He said that Secretary Burke has

been much interested in the development of these short instructional programs as a service to the people of the Commonwealth. He said he felt that the time has come when the University should set up a division to coordinate these instructional activities which are of an extension nature. After discussion, it was

COMMITTEE

Division of Extension

VOTED: To authorize the President to establish a division of extension with Secretary Burke as acting director. So that there might be no confusion with the Division of University Extension of the State Department of Education, it was suggested that a different name be found from Division of University Extension.

It was unanimously

President Emeritus Hugh P. Baker

VOTED: To recommend that the Trustees confer the title President Emeritus, University of Massachusetts, on Dr. Hugh P. Baker effective upon his retirement.

It was

Emeritus Professor Guy Chester Crampton

VOTED: To recommend that the Trustees confer the title Emeritus Professor of Insect Morphology on Guy Chester Crampton who retires August 31, 1947;

Emeritus Extension Specialist C. J. Fawcett

the title Emeritus Extension Specialist in Animal Husbandry on Clifford J. Fawcett who retired December 31, 1946;

Emeritus Head of Dept. J. H. Frandsen

the title Emeritus Head of Department of Dairy Industry on Julius H. Frandsen who retired April 30, 1947; and

Emeritus Research Professor J. K. Shaw

the title Emeritus Research Professor of Pomology on Jacob K. Shaw who retires August 31, 1947.

The meeting was adjourned at 4:30 P.M.

J. W. Burke Secretary

MEMORANDUM

Dept. Dean's Office Date: January 30, 1947

To: President Baker

The Committee on Course of Study has formally approved the following new courses. These should now be presented to The Trustee Committee on Faculty & Program of Study for final approval:

Art 22. Free-Hand Drawing -- For sophomores, juniors and seniors. Drawings in black and white, pencil, pen and ink and wash.
3 2-hour laboratory periods Credit, 3

Art 24. Water Color Painting -- For sophomores, juniors and seniors. The course is concerned solely with mastery of technique with only a limited attention to theory. Drawings are criticized for composition, personal attitudes are encouraged -- no prerequisite is required.
3 2-hour laboratory periods Credit, 3

English 21 (i) PRINCIPLES OF JOURNALISM. A survey course designed to acquaint the student with the scope, principles, and practice of contemporary journalism. Stress is placed upon the role of the press as a social institution and upon the relationships between a general education and effective journalism. Principles are applied through analysis of journalistic work and through writing practice. For Juniors and Seniors.
3 Class Hours Credit, 3
Professor Musgrave

English 86 (II) JOURNALISTIC TECHNIQUE. Instruction and laboratory practice in writing various types of news stories, feature and magazine articles. The practice work is related to problems of interpretive writing, communication, and public opinion. For Junior and Seniors.
3 Class Hours Credit, 3
Prerequisite English 85 or permission of the instructor. Professor Musgrave

Food Technology 21 (I and II) Introductory Research Methods -- For Food Technology majors. Application of fundamental sciences to food technology research. Library and laboratory research on assigned individual problems. Hours by arrangement.
Credit, 2
The Department

Entomology 10 (II) Structural Pest Control -- For students specializing in entomology, especially those desiring to enter the structural pest field, and others interested in general knowledge of methods of combating insect and rodent pests. The emphasis will be placed on the control of these pests attacking buildings and other structures, and rugs, furniture and other stored products in private homes as well as other establishments. The life history, feeding habits, methods of reproduction, and dispersal of the various species will be stressed in so far as these influence control measures.
2 Class Hours. Credit, 2
Assistant Professor Sweetman

Mathematics 7 (I) Continuation of Differential Calculus. Integral Calculus.
4 Class Hours Credit, 4
Prerequisite, Mathematics 6.

Mathematics 32 (II) Continuation of Integral Calculus. Elements of Differential Equations.
Credit, 4
4 Class Hours.
Prerequisite, Mathematics 31.

Chemistry 37 (I) Advanced Physical Chemistry -- A study of a number of topics in a more detailed and rigorous manner than is possible in a first course in Physical Chemistry. The course may include such topics as kinetics, catalysis, chemical thermodynamics and electro-chemistry. Reading assignments will be made in the original literature.
Credit, 3
3 Class Hours.
Professor Fessenden

Chemistry 41 (I) Advanced Quantitative Analysis -- Designed primarily for chemistry majors, but open to others with permission of the instructor. The laboratory work will include representative determinations in electrolytic and electrometric methods; and an introduction to colorimetry and other optical methods of analysis. Selected topics in the use of organic precipitants, silicate analysis, analysis of steels and other alloys, fuels, clay, water, and gases will also be included.
Credit, 3
3 Class Hours
Prerequisite Chemistry 30
Assistant Professor Roberts

Chemistry 42 (II) Qualitative Organic Chemistry -- An introduction to the theory, procedure and technique usually employed in the identification and characterization of organic compounds. In general, the work will include the purification and separation of unknown from crude or complex mixtures; their identification by means of class reactions, preparation of derivatives, and determination of physical properties.
Credit, 3
2 3-hour laboratory periods
1:00-3:50 M.T.
Professor Freeman

Geology 53 (I) Invertebrate Paleontology -- A study of the history, development and identification of invertebrate animal fossils. Field trips by arrangement. Taught in alternate years, 1947-48.
Credit, 3
1 Class Hour. 2 3-hour laboratory periods.
11:00-11:50 W., 10:00-11:50 M.F.
Prerequisite Course 20.

Geology 54 (II) Plant Paleontology -- A study of the history, development and identification of plant fossils. Field trips by arrangement. Taught in alternate years, 1947-1948.
Credit, 3
1 Class Hours. 2 3-hour laboratory periods.
11:00-11:50 W., 10:00-11:50 M.F.
Prerequisite Course 20.

Psychology 52. Advanced Experimental Psychology -- The literature, techniques and apparatus of experimental psychology are considered in detail, and selected projects are carried out individually by the members of the class.
Credit, 3
1 Class Hour. 2 3-hour laboratory periods.
Prerequisite, Psychology 51.

Psychology 82 Clinical Psychology -- A study of the techniques and methods involved in the diagnosis and treatment of behavior disorders. Clinical testing, counselling, and psychotherapy are given consideration.
Credit, 3
3 Class Hours
Prerequisite, Psychology 34 or consent of the Instructor.

Psychology 61, Social Psychology -- A study of the psychological bases of group behavior with a view toward a better understanding and control of one's roles in group life. The major topics considered are: history and methods, proportion and dynamics of group behavior, psychological processes underlying individual and group social adjustments, and collective behavior following social crises.

Credit, 3
3 Class Hours.
Prerequisite, Psychology 26.

Agricultural Engineering 54 (II) MECHANICAL FARM EQUIPMENT -- This course deals with the use and care of field machines; the gasoline engine as applied to stationary power plants, automobiles, trucks and tractors; and the use of electricity on the farm. The adjustment of machines is emphasized in the laboratory and in the field. One half of the laboratory time is devoted to shop practice covering forging, welding, and miscellaneous shop work. The use and care of electric appliances including the electric motor is given. Throughout the course special emphasis is placed on safe operation of mechanical equipment.

Light Building Construction 1 (I) ARCHITECTURAL DRAWING -- An elementary course in architectural drawing involving use of instruments through exercises pertaining to the building construction field. Two dimensional views of plan, section and elevation of construction systems, and the elements of architecture will form the principal items of study. Brief class lectures, department notes and outside readings will constitute the text material.

Credit, 3
Associate Professor Markuson
2 2-hour laboratory periods.
1:00-2:50 T.T.; 2:00 - 3:50 F.

Light Building Construction 2 (II) ARCHITECTURAL DRAWING -- A continuation of Architecture 1, employing descriptive geometry problems of points, lines, planes, and solids; simple shades and shadows; and perspective drawing as related to building construction. Text and department notes.

Credit, 3
1 Class Hour, 2 2-hour laboratory periods.
Associate Professor Markuson
1:00 2:50 T.T.; 2:00-2:50 F.

Light Building Construction 21 (I) 22 (II) CONSTRUCTION -- A course which introduces the theory and precision applications of wood and metal working through use and care of hand and power tools.

Credit, 3
2 2-hour laboratory periods.
Mr. Fuglee and Mr. Newlon

General Engineering 69 (I) KINEMATICS -- A study of the principles of mechanisms, including velocity and acceleration diagrams; gears, gear teeth and gear trains, flexible connections, variable speed transmissions, inertia in machines and the balancing of rotating parts.

Credit, 3
2 Class Hours. 1 2-hour laboratory period.

/s/ Wm. L. Maehner
Dean

The following new courses in Forestry, History, Government, and English are also recommended to the Trustees. These have the approval of the Faculty Committee on Course of Study.

Forestry 63 (1) Forest Soils. The structure, development, and maintenance of forest soils. Their relationship to applied silviculture and forest productivity. The literature of forest soils with special reference to American experience.
3 class hours Credit, 3.

Forestry 65 (1) Air Seasoning and Kiln Drying. Study of the proper conditioning of wood products by air seasoning and kiln drying. Laboratory work to include studies of moisture relations in wood and the operation of a semi-commercial kiln.
1 class hour, 2 2-hour laboratory periods. Credit, 3.

Forestry 60 (II) Regional Silviculture, The practice of silviculture as applied in the several forest regions of the United States with special reference to the treatment of the tree species of commercial importance. Emphasis is given to the factors, both natural and economic, which govern silviculture in these regions.
3 class hours. Credit, 3

Forestry 62 (II) Seeding and Planting in the Practice of Forestry. A study of forest tree seeds and their characteristics, production, harvest, storage, and qualities of germination. The production, distribution, and forest use of planting stock.
1 class hour. 2 2-hour laboratory periods. Credit, 3.

Forestry 61 (1) Principles of Forest Management. The organization of the forest for sustained yield management with a study of the basic underlying principles. Forest regulation. The preparation of forest management plans.
2 class hours, 1 4-hour field and laboratory period. Credit, 3.

History 56 (II) The History of Modern Russia (1947-48) -- This course is a study of Russia in both Europe and Asia since 1500. The major topics considered are: Tsarist government and society; diplomacy and expansion; political, intellectual, and economic unrest; reforms and the Duma; World War I and the Communist Revolution; recognition and experimentation; World War II; the U.S.S.R. as an Eurasian World Power,
3 class hours.
Prerequisite: History 6 or 52 or 54. Credit, 3.

(I recommend that this course be given in alternate years for junior-senior election in the second semester.)

Government 66. (II) American Political Thought (1947-48). A study of the development of American political thought from the colonial period to the present time, with emphasis upon writings of the period. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx Given in alternate years.
3 class hours. Credit, 3.
Assistant Professor Ferwerda

English 54. (II) The Renaissance in England: John Milton (1948-49). — A continuation of English 53 (formerly 54). An intensive study of John Milton as the culminating poet of the Renaissance in England. Given in alternate years without prerequisite.
3 class hours. Credit, 3.
Associate Professor Goldberg.

English 58. (II) Elizabethan Dramatists (1948-49). — A continuation of English 57, with special consideration of the plays of Jonson, Beaumont, Fletcher, Webster, Ford, Massinger, Chapman, Middleton and Shirley. Given in alternate years.
3 class hours. Credit, 3.
Prerequisite, English 57. Professor Prince.

English 60. (II) English Literature of the 18th Century (1947-48). A continuation of English 59. A study of the literature of the later Eighteenth Century with special emphasis on the Johnson Circle. Given in alternate years without prerequisite.
3 class hours. Credit, 3.
Assistant Professor Troy.

English 66. (II) English Prose Writers of the 19th Century. A continuation of English 65. A study of the chief Victorian prose writers, especially Carlyle, Newman, Ruskin, Mill, Huxley, Arnold and Pater. Without prerequisite.
3 class hours. Credit, 3.
Associate Professor Goldberg.

English 72. (II) The Modern Novel (1948-49). — An analytical presentation of eleven novels written between 1890 and 1930, in which the expanding form and the extension of critical themes will be stressed. Given in alternate years.
3 class hours. Credit, 3.
Mr. Varley.

English 74. (II) Greek Classics in Translation (1948-49). Readings and discussion of the epics of Homer, representative dramas of Aeschylus, Sophocles, Euripides and Aristophanes, the "Socratic" dialogues of Plato, and Thucydides on the Peloponnesian War. Intended to acquaint students with the famous myths and stories of classical antiquity, and the literary forms and ideas which have contributed most to subsequent literatures. Given in alternate years.
3 class hours. Credit, 3.
Assistant Professor Helming.

COMMENT:

It is essential that English majors have the opportunity to make a more complete and thorough study of one or two subjects than a semester course affords. Four of the new courses are simply the extension of present courses into year courses. This is in line with the practice in most liberal arts colleges.

The Greek classics course recognizes the fact that most of our liberal arts majors have had nowhere, in high school or college, an opportunity to come into contact with the most influential culture in the history of civilization.

The demand for a course in modern novel is great and the need is obvious.

The courses will be taught by six different instructors, and being given (with one exception) only in alternate years, will constitute an additional teaching load of only five hours a week, which we think can be absorbed by a group of twelve instructors without an undue sense of burden.

April 23, 1947

DEPARTMENT OF ECONOMICS
Mass. State College
Amherst, Mass.

SUGGESTED CURRICULUM IN BUSINESS ADMINISTRATION

FRESHMAN YEAR
(Common to all Curricula)

FIRST SEMESTER		SECOND SEMESTER	
History 25-American Govt.	3	History 6-Modern European Civilization	3
Math. 1- Algebra, or Math. 3- Algebra & Trigonometry	3	Math. 2-Plane Trigonometry, or Math. 4-Trig. and Analytic Geom.	3
English 1- Eng. Composition	3	English 2- English Composition	3
*Foreign Language, or Ec. 49- Economic Geography	3	*Foreign Language, or Ec. 50- Ec. History of the U.S.	3
Elective-Science	3	Elective- Science	3
Military 1	½	Military 2	2
Physical Education	1	Physical Education	1
	19½		18

SOPHOMORE YEAR
(Common to all Curricula)

Ec. 81- Prin. of Bus. Acctg.	3	Ec. 82- Prin. of Bus. Accounting	3
Ec. 25- Elements of Economics	3	Ec. 26- Elements of Distribution	3
Military 25	2	Military 26	2
English 25- A Survey of Eng. Lit.	3	Eng. 26- A Survey of Eng. Lit.	3
Psych. 28- General Psychology	3	Soc. 28- Elements of Sociology	3
Elective	3	Elective	3
	17		17

* If a foreign language is not elected, the student is advised to take a second year of mathematics. If a foreign language is elected, the student is advised to take the equivalent of three years of college work in one language.

CURRICULUM IN ACCOUNTING

JUNIOR YEAR

FIRST SEMESTER		SECOND SEMESTER	
Ec.51- Ec. of Business & Industry	3	Ec.58-Business Law	3
Ec.52- Money, Banking & Credit	3	Ec.92- Advanced Accounting	3
Ec.53-Marketing & Mktg.Problems	3	Eng.42- Creative Writing (Advanced Composition)	3
Ec.91-Advanced Accounting	3		
Ag.Ec.79-Prin. & Methods of Statistics	3	Electives -TWO	6
	15		15

SENIOR YEAR

Ec.54- Corporation Finance	3	Ec.78- Public Finance	3
Ec.60-Modern Economic Theory	3	Ec.96- Accounting Systems	3
Ec.63- Business Management	3	Ec.Seminar--Investments	3
Ec.95-Cost Accounting	3	_____ Auditing	3
Elective	3	Elective	3
	15		15

GENERAL BUSINESS

FIRST SEMESTER		SECOND SEMESTER	
JUNIOR YEAR			
Ec.52- Money, Banking & Credit	3	Ec.56- Business Law	3
Ec.57-Marketing & Marketing Problems	3	Ec.76- Prin. of Transportation	3
Ec.79- Labor Problems	3	_____ Business Cycles	3
Ag.Ec.79-Prin. & Methods of Statistics	3	_____ Labor Legislation	3
Elective	3	Elective	3
	15		15
SENIOR YEAR			
Ec.54-Corporation Finance	3	Ec.70- Monopolies	3
Ec.80- Modern Economic Theory	3	Ec.78- Public Finance	
Ec.83- Business Management	3	_____ Professional elective*	3
_____ Professional elective*	3	Electives--TWO	6
Elective	3		
	15		15

* Professional electives are to be chosen from the following courses:

_____ Advertising
_____ Salesmanship and Sales Management
_____ Personnel Management
_____ Industrial Purchasing
Engineering 88- Time and Motion Study
Ec.71- Economics of International Trade
Ec.85- Legal Aspects of Economic Transactions
Ec.92- Investments

CURRICULUM IN INDUSTRIAL ADMINISTRATION

JUNIOR YEAR

FIRST SEMESTER		SECOND SEMESTER	
Ec.53-Marketing & Mktg.Problems	3	Ec.56- Business Law	3
Ec.79- Labor Problems	3	Ec.96-Accounting Systems	3
Ec.83- Business Management	3	____ Labor Legislation	3
Ec.95- Cost Accounting	3	____ Industrial Purchasing	3
Ag.Ec.79-Principles & Methods of Statistics	3	Engineering 22- Machine Shop	3
	15		15

SENIOR YEAR

Ec.52- Money, Banking & Credit	3	Ec.76-Prin. of Transportation	3
Ec.54- Corporation Finance	3	Engineering 86- Motion & Time Study	3
Ec.80- Modern Economic Theory	3	Psy.86- Industrial Psychology	3
____ Personnel Administration	3	Electives - TWO	6
Elective	3		
	15		15

CONCENTRATION IN MARKETING

FIRST SEMESTER		SECOND SEMESTER	
JUNIOR YEAR			
Ac. 58- Money, Banking & Credit	3	___ Industrial Processing	3
Ec.57- Marketing & Mktg.Problems	3	____ Sales Mgt. & Salesmanship	3
Ec. 79- Labor Problems	3	Ec.58- Business Law	3
Ag.Ec.79-Prin. & Methods of Statistics	3	Ec.76- Prin. of Transportation	3
Elective	3	Elective	3
	15		15
SENIOR YEAR			
Ec.55- Economics of Consumption	3	___ Market Research	3
Ec.60- Modern Economic Theory	3	___ New England Markets	3
____ Advertising	3	___ Professional Elective*	3
____ Retail Merchandizing	3	Psy. 66- Industrial Psychology	3
Elective	3	Elective	3
	15		15

* A professional elective is to be chosen from the following courses:

Ec.76- Monopolies

Ec.77- Economics of International Trade

Ec.78- Public Finance

Ec.83- Business Management

Ec.85- Legal Aspects of Economic Transactions

Ec.92- Seminar- Social Control of Business

May 2, 1947

DEPARTMENT OF ECONOMICS

PROPOSED NEW WRITE-UPS FOR THE COLLEGE CATALOGUE

ACCOUNTING

71, or, Ec.97 (I) ADVANCED ACCOUNTING.-- A fuller treatment of the accounting and financial problems of business units, especially the corporation, including illustrative problems and case material.

1 class hour; 2 2-hour laboratory periods — Credit, 3.
Prerequisite, Economics 82

72, or, Ec.98 (II) ADVANCED ACCOUNTING.-- A continuation of Economics 97.

1 class hour; 2 2-hour laboratory periods — Credit, 3.
Prerequisite Economics 97

76, or, Ec.94 (II) AUDITING.-- A course in the interpretation of accounting records dealing with theory and procedure. C.P.A. and American Institute of Accountants examination problems are studied.

1 class hour; 2 2-hour laboratory periods — Credit, 3.
Prerequisite Economics 98

MARKETING

51, or, Ec.85 (I) SALESMANSHIP AND SALES MANAGEMENT.-- The principles and practices of selling and the management of selling enterprises.
3 class hours. Credit, 3.

52, or, Ec.86 (II) INDUSTRIAL PURCHASING.-- A study of the purchasing problems of industrial enterprises and their market contacts with their sources of supply.
3 class hours Credit, 3.

71, or, Ec.87 (I) RETAIL MERCHANDISING.-- A study of the operation and productive functions of retail business.
3 class hours Credit, 3.

72, or, Ec.88 (II) MARKET RESEARCH.-- The aims, sources and fact-gathering methods of market research activities. General study and individual research projects.
3 class hours Credit, 3.

73, or, Ec.89 (I) ADVERTISING.-- A study of the techniques and media of advertising, its services to business and the organization and economic function of the advertising industry.
3 class hours Credit, 3.

74, or, Ec.90 (II) NEW ENGLAND MARKETS.-- Individual and group study of the marketing problems of New England industrial and marketing enterprises.
3 class hours Credit, 3.

ECONOMICS

56 (II) BUSINESS CYCLES.-- A study of business fluctuations and an analysis of current business cycle theories.

3 class hours Credit, 3.

73 (I) CURRENT ECONOMIC THEORY.-- A study of current theories about value, distribution and prices.

3 class hours Credit, 3.

80 (II) LABOR LEGISLATION.-- A study of federal and state legislation affecting labor.

3 class hours Credit, 3.

84 (II) PERSONNEL ADMINISTRATION.-- A study of the principles of the management of labor relations.

3 class hours Credit, 3.

New Courses in Mechanical and Electrical Engineering Curricula

Recommendation by the Faculty Committee
on Course of Study through Dean Machmer

For Consideration and Action of Trustee
Committee on Faculty and Program of Study

Note: The new courses recommended are those preceded by three dashes and are without course numbers. New courses in Civil and Industrial Engineering have been passed by the Trustee Committee.

Mechanical Engineering Curriculum

Freshman Year

English 1	3	English 2	3
Mathematics 5	3	Mathematics 6	3
Chemistry 1	3	Chemistry 2	3
Engineering Drawing 1	3	Descriptive Geometry 2	3
Military 1	3	Military 2	3
Physical Education 3	1	Physical Education 4	1

Elect one of the Following

History 5		History 6	
German 1, 5, or 7		German 2, 6, or 8	
French 1, 5, or 7	3	French 2, 6, or 8	3
Spanish 25		Spanish 26	

Sophomore Year

English 25	2	English 26	2
English 29	1	English 30	1
Mathematics 31	4	Mathematics 32	4
Physics 25	4	Physics 26	4
C.E. 25 Surveying	3	C.E.34 Applied Mechanics (Statics)	3
Engr. 21 Shop	3	Engr. 22 Machine Shop	3
Military 25	2	Military 26	2

Junior Year

---D.C. Machinery	3-1	---A.C. Machinery	3-
Engr. 63 Heat Power I	4	Engr. 64 Heat Power II	3
C.E. 51 Strength of Materials	3	C.E. 52 Applied Mechanics (Kinetics)	3
Engr. 59 Materials of Construction	2	---Fundamentals of Metallurgy	1-
Engr. 61 Materials Testing	1-1	Engr. 60 Kinematics	2-
Economics 25	3	Psychology 26	3
	18		18

Senior Year

C.E. 75 Hydraulics	3
Engr. 83 Machine Design	1-2
Engr. 66 Internal Comb. Engines	3
Engr. 67 Engineer. Lab.	1-2
---Power Plants	
Elective (non-technical)	3
	13

---Refrigeration & Air Conditioning	2
---Dynamics of Machines	3
---Aeronautics	3
---Industrial Engr.	3
---Engineering Lab.	1-1
Engr. 92 Seminar	1
Elective (non-technical)	3
	17

147 cr.

Electrical Engineering Cuccirulum

Freshman Year

English 1	3	English 2	3
Mathematics 5	3	Mathematics 6	3
Chemistry 1	3	Chemistry 2	3
Engineering Drawing 1	3	Descriptive Geometry 2	3
Military 1	3	Military 2	2
Physical Education 3	1	Physical Education 4	1

Elect one of the Following

History 5		History 6	
German 1,5, or 7		German 2,6, or 8	
French 1,5, or 7	3	French 2,6, or 8	3
Spanish 25		Spanish 26	

Sophomore Year

English 25	2	English 26	2
English 29	1	English 30	1
Mathematics 31	4	Mathematics 32	4
Physics 25	4	Physics 26	4
S.E. 25 Surveying	3	C.E. 34 Applied Mechanics (Statics)	3
Engr. 21 Shop	3	Military 26	2
Military 25	2	Eng. 22 Machine Shop	3

Junior Year

---D.C. Machinery	3-1	---A.C. Machinery	3-1
Engr. 63 Heat Power I	3	Engr. 64 Heat Power II	3
C.E. 51 Strength of Materials	3	C.E. 52 Applied Mechanics (Kinetics)	3
---Diff. Eq. & Vector Analysis	2	Engr. 61 Materials Testing	2
---A.C. Circuits	3	---Elements of Electronics	2-1
Economics 25	3	Psychology 26	3
	18		18

Senior Year

C.E. 75 Hydraulics	3	---Industrial Engineering	3
---Applied Electronics	3-1	---Illumination	2-1
---Communications	3-1	---Electrical Transients	3
---Transmission	2	---Engineer. Elective	3 or 4
Engr. 6? Engineering Lab.	1-1	Engr. 92 Seminar	1
Elect'ra (non-technical)	3	Elective (non-technical)	3
	18		16 or 17

COMMITTEE

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

May 27, 1947, 11:00 A.M., President's Office, Amherst

Trustee Whitmore presiding

PRESENT: Trustees Whitmore, Brett, Deely, Mrs. Leach, President Baker, Roger Greeley, Architect, Brehm, Hawley, Burke

Physics Building

Mr. Greeley presented plans and sketches of the Physics Building. After studying the plans, the Committee visited the proposed site. Agreement was not reached on the plans and it was left that Mr. Greeley would prepare two models for presentation to the full Board on June 7 - one of the building as now planned and one showing a pitched roof with such modification as would be required by change in roof style. The Committee congratulated Mr. Greeley on the excellent work that he has done in utilization of space.

Housing

Cinder Block Dormitories

After discussion of various sites for the proposed cinder block dormitory and faculty housing units, it was

VOTED: To recommend that the Trustees approve location of the units on the Plainville Road east of the cavalry stable subject to final location on site by the Campus Planning Council.

The Committee further

VOTED: To recommend that the Trustees authorize the Administration to use part of the $400,000 requested for cinder block dormitories and apartments for construction of pre-fabricated houses for faculty provided the Legislature is willing.

The Committee

Pre-fabricated Houses

VOTED: To recommend that the Trustees approve location of pre-fabricated houses on East Pleasant Street subject to final location by Campus Planning Council.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Sale of Land

President Baker reported request from a member of the faculty for permission to purchase a lot from the College of about one acre. Chairman Otto reported that the Campus Planning Council has considered this question and recommended that it would be against the college policy to sell lots to individuals. It was the feeling of the Council that the College ought to conserve its land for future expansion. After discussion, the Committee

Lots

VOTED: To recommend that the Trustees affirm a policy of not selling building lots to individuals for private dwellings.

Dormitories

The Committee invited Dr. Helen S. Mitchell, Dean of the School of Home Economics, Miss Ruth J. Totman, Head of the Department of Physical Education for Women, and Miss Helen Curtis, Dean of Women, to confer on the subject of future dormitories for women and facilities for women's physical education. Miss Curtis said that the women would like to look forward to better dining facilities for women students. She registered disapproval of mass feeding methods and recommended that future dining units for women be small so that the girls may have opportunity to learn gracious living. She feared that construction of a third dormitory in the Lewis-Thatcher area to feed students from Lewis, Thatcher, the Abbey and the new dormitory would make crowded conditions and the building would be inadequate with the amount of money available. Further, she suggested that the building ought to be on the highway north of the Experiment Station rather than up next to Lewis and Thatcher so as to cut down the distance that the girls would have to walk especially for lunch.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Dean Mitchell said it was her hope that Home Economics might be allowed to cooperate in management of the food service unit as a means to giving Home Economics students practical experience in large quantity cookery. It was agreed that Dean Mitchell's problem could be solved by the Administration and that no action was required of the Buildings and Grounds Committee.

Trustee Brett proposed several alternatives available to the Alumni Building Corporation:

1. Construction of a dormitory with no dining facilities.
2. Construction of a dormitory to house 135 students and with dining facilities for between 400 and 420.
3. Construction of a commons building to seat 500 or 600 students and with very limited dormitory facilities.

He pointed out that alternate three above would likely not be self-liquidating. If alternate one is used, it would mean that students would need to eat at Draper or an extension of Draper and that the Trustees would then need to request the State to build a commons building. He said that he favored plan two and that he thought a very adequate building could be built under this plan.

Miss Totman spoke of the inadequacy of the Drill Hall for women's physical education and of their need for a new building. The Committee was sympathetic and reported that Trustees have approved a gymnasium for women and would continue to request it.

After the ladies retired, the Committee looked at plans for the new dormitory as prepared by Architect Ross. These plans showed rooms for 135 girls with facilities for sitting 412 at table, a large living room and reception rooms similar to those at

COMMITTEE

Butterfield. It was the feeling of the Committee that these plans would be acceptable to the women and it was agreed that Architect Ross would go over plans with the women before the June 7 meeting of the Board.

Animal Pathology Building

The Committee inspected plans of the Animal Pathology Building as prepared by Architect Ross. It was

VOTED: To recommend that the Trustees approve the plans for the Animal Pathology Building except that the architect was directed to provide a larger lobby and a coat room and that the Trustees authorize the Treasurer to negotiate for a contract bid.

Chadbourne Hall

Greenough Hall

The Committee inspected the new Alumni Building Corporation dormitories, Chadbourne and Greenough Halls, and it was

VOTED: To recommend that the Trustees authorize the Treasurer to accept these buildings for the Board and take over their operation.

It was

McIntire, Ruth, Sale of Plot

VOTED: To recommend to the Trustees that the Administration be authorized to exchange a parcel of land of approximately 3480 square feet located at the southern extremity of land of the University of Mt. Pleasant for a parcel of land owned by Miss Ruth McIntire adjoining the University Apiary lot, extending 87½ feet along Butterfield Terrace and comprising approximately 430 square feet; that the exchange be without financial consideration and that the Treasurer be authorized to execute the necessary documents in the name of and for the Board of Trustees.

Louisa Baker Land

Treasurer Hawley presented a new plot plan for division of land in the so-called Louisa Baker tract. It was

VOTED: To recommend that the Trustees accept the plot plan of the Louisa Baker tract as drawn by G. E. Brehm and dated May 16, 1947.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

It was

VOTED: To recommend that the Trustees approve granting of an option to Sigma Alpha Epsilon fraternity on lot A of the Louisa Baker tract for a period of one year and with the understanding that the sale price would be $1,000, deed to be restricted so that the land may not be sub-divided nor any part resold, and, further that the fraternity will submit building plans to the Committee before proceeding with building.

Sigma Alpha Epsilon

It was

VOTED: To request Treasurer Hawley to talk again with officers of Alpha Sigma Phi fraternity to see if they would be willing to exchange part of their present holding on the road to Butterfield dormitory accepting in return land now in the roadway at the corner of the Apiary Road and Ellis Drive as proposed by the Committee under date of June 22, 1946.

Alpha Sigma Phi

Treasurer Hawley presented plan for a location of sorority lots on Eastman Lane and, it was

VOTED: To recommend that the Trustees approve setting aside of the area as indicated on plan drawn by Professor Otto and dated May 26, 1947 establishing six lots of approximately 117 foot frontage and 150 feet depth and to request that the Trustees authorize the President and Treasurer to grant options for one year on these lots to sororities recognized by the University upon their application with sale price to be $500 per lot.

Sororities

The meeting was adjourned at 5:00 P.M.

Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE EXECUTIVE COMMITTEE BOARD

Friday, July 11, 1947, 1:00 P. M., Office of Chairman Bartlett,

COMMITTEE

49 Federal Street, Boston

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Brett, Whitmore, Treasurer Hawley, Secretary Burke.

It was

Engineering Building

Architect

VOTED: To approve appointment of Appleton and Sterns as architects for the Engineering Building and authorize the Treasurer to execute contract for this service in the name of and for the Board of Trustees.

It was

Engineering Building

Architect

VOTED: To authorize location of the Engineering Building at the site north of Draper Hall, as recommended by the Trustees Committee on Buildings and Grounds, under date of June 22, 1946.

It was

Housing

Architect

VOTED: To approve appointment of the firm of Alderman and Alderman of Holyoke as architects for the $400,000housing project and to authorize the Treasurer to execute contract for this service in the name of and for the Board of Trustees.

It was

Power Plant Addition

Architect

VOTED: To approve appointment of Edward C. Brown of Boston as Engineer for the erection of an additional boiler at the Power Plant and to authorize the Treasurer to execute contract for this service in the name of and for the Board of Trustees.

It was

Utility Services

VOTED: To award contract in the amount of $22,240 for construction of utility services for three buildings being erected by Federal Works Agency to Warner Brothers, Inc., and to authorize the Treasurer to execute said contract in the name of and for the Board of Trustees.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

It was

VOTED: To award contract for the repair of the farm silo to Aquadro and Cerruti in the amount of $6,666.30 and to authorize the Treasurer to execute said contract in the name of and for the Board of Trustees.

Silo

Architects

It was

VOTED: To appoint the Treasurer, Robert D. Hawley, as Military Property Custodian.

Military Property

On the recommendation of Treasurer Hawley and George Brehm, Superintendent of Buildings and Grounds, it was

VOTED: To accept as complete and satisfactory the work accomplished under contract by the S. Volpe Construction Company on the steam and electrical distribution lines. (See attached certification)

Steam Lines

The meeting was adjourned at 2:15 o'clock.

James W. Burke
Secretary

MASSACHUSETTS STATE COLLEGE

M E M O R A N D U M

COMMITTEE

From: Supt. of Bldgs. and Grounds Date: June 27, 1947

To: Mr. Robert D. Hawley

Subject: Mass. State Project PE-3
Steam & Electric Distribution System
University of Massachusetts
Amherst, Mass.
Contract No. 1.

Please be advised that the S. Volpe Construction Co. has completed his contract on the above project in accordance with plans and specification, on May 2, 1947.

I would, therefore, recommend that you obtain the approval of acceptance from the Board of Trustees.

/s/ G. C. Brehm
George C. Brehm,
Supt. Bldgs. and Grounds

MASSACHUSETTS STATE COLLEGE

August 6, 1947

COMMITTEE

Board of Trustees
University of Massachusetts

The following letter from Treasurer Hawley to the Finance Committee of the Board of Trustees dated June 27, 1947 and the resultant mail ballot are hereby made part of the official records of the Board.

June 27, 1947

Finance Committee
Board of Trustees

Gentlemen:

The $5,000 Bonds of the New England Power Association, 5½'s of 1954, have been called and we have approximately this amount for reinvestment. The Chairman has requested that I refer the matter to the Finance Committee by mail, requesting reply on or before July 7, as to your recommendations for reinvestment.

In that connection, I attach hereto a listing of our present portfolio and a tabulation of six suggested bonds. Bids are to be opened on July 8, on an issue of 1 1/4 million dollars, New York Tel. & Tel. First Mortgage Bonds, which may prove to be a good investment for our purpose. If any member of the Committee wishes to recommend a bond for investment, I will be glad to receive the information.

Of present opportunities, it is my opinion that the Great Northern Railroads 3 1/8's of '90 is good and I recommend it.

Your decision on the enclosed ballot form will be appreciated.

Very truly yours,

/s/ Robert D. Hawley
Treasurer

MASSACHUSETTS STATE COLLEGE

Endowment Fund Investments
June 15, 1947

COMMITTEE

		Book Value
I	Governments	
	U. S. War Bonds Ser. G.	$76,000.00
II	Utilities	
	Public Serv. Co. of Col., 3 1/2's '64	4,268.05
	So. Cal. Edison, 3's '65	2,085.02
III	Railroads	
	Central Pac. 4's, '49	5,037.36
	Penn. R. R., 4 1/2's, '65	3,000.00
IV	Real Estate Mortgages ¢ 4%	
	Kappa Sigma	24,000.00
	Chi Omega	5,852.00
	Theta Chi	11,760.00
	Mass. Beta	8,500.00
	Phi Lambda Tau	7,500.00
	Kappa Kappa Gamma	4,950.00
V	Amherst Savings Bank	7,618.35
VI	Uninvested	5,050.00
	Total	$165,620.78

University of Massachusetts - Investments
Suggested Securities

Utilities	Rating	Call	Price	Yield	
So. Cal. Edison, 3's, '65	A1	105	107	2.52	hold
Detroit Edison, 3 1/2's, '66	A1	105½	108¼	2.96	Call 1
Industrials					
Jones & Laughlin St., 3½'s, '61	A	102½	103½	2.94	
Wilson & Co., 3's, '58	A	103	103¼	2.60	
Railroads					
Chic. & N. West., 3's, '89	A	102	101	2.96	
Gt. Northern, 3 1/8's, '90	A	102	101½	3.06	

Each member of the Committee responded. There were six votes for Great Northern, 3 1/8's of '90 and two votes of Louisville and Nashville, 2 7/8's of '03. All other securities suggested had one vote only.

James W. Burke
Secretary

COMMITTEE

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF SPECIAL TRUSTEE COMMITTEE TO CONSIDER RECLASSIFICATION OF EXTENSION SERVICE POSITIONS

September 14, 1947, 3:00 P.M., President's Office, Amherst

Trustee Deely presiding

PRESENT: Trustees Deely, Cole, Hubbard, Director Munson, Treasurer Hawley, Secretary Burke

Extension Service personnel - reclassification

Chairman Deely informed Director Munson that the Board of Trustees in considering the 1949 budget had set up a special committee to work with the Director concerning recommendations in the budget for reclassification of Extension Service personnel. He said that in past years it was common practice for promotions to be made directly from Assistant Professor to full Professor skipping the grade of Associate. The reason for this is that the grade of Associate provided only one step increase beyond the maximum of Assistant Professor. The grade was not in common use.

However, now that the new salary schedule has been set up, the grade of Associate has step-rate increases the same as other grades and the range of pay is above the old range for full Professor. The Trustees feel, therefore, that in general promotions should be made from Assistant Professor to Associate and persons would go to full Professor only after having served through the grade of Associate Professor.

He said also that the Board had considered the question of putting the women Specialists in the Extension Service who are now Assistant Professors on the same basis as the men Specialists who are full Professors. Because of the long service and outstanding reputations of some of the women Specialists and because the Board feels that they have been misplaced in the past, the

COMMITTEE

Trustees are willing to move some of the positions directly from Assistant Professor to full Professor. The Board felt though that the change should not be made for all the women at the same time as some are more deserving of the change than others who have been hired quite recently and, therefore, the special committee was asked to consider each case on its own merits. He said that the Board of Trustees does accept the principle of equality in rank and salary for men and women.

Director Munson stated that the men Specialists and the women Specialists have the same training and experience, that the women feel discriminated against because they have the same responsibilities as the men but not the same rank. All the men Specialists except one are full Professors and all women Specialists are Assistant Specialists. This has been so since the State classification system was set up in 1926. He said that 29 State Universities give equal professional ratings to men and women in the Extension Service.

The committee called in Mrs. Esther C. Page and Miss H. Ruth McIntire as spokesmen for the women. Chairman Deely explained the position of the Board of Trustees and said that the committee accepted fully the principle of equal pay for men and women. However, the committee did not feel that all the women Specialists should be moved to the grade of full Professor in one year - that those more recently employed might logically move to the grade of Associate Professor until they have been with the college for a longer period of time. After discussion, Dr. Hubbard moved, Trustee Cole seconded, and it was unanimously

COMMITTEE

MASSACHUSETTS STATE COLLEGE

VOTED: To approve the following reclassifications for Extension Service personnel to be submitted in the 1949 budget:

	1949 Cost
Alfred W. Boicourt from Assistant Professor to Professor	$1,440
Radie H. Bunn from Extension Editor to Assistant Professor	240
George A. Van Horn from Extension Editor to Assistant Professor	240
Donald P. Allan from Secretary to Associate Professor	720
Horace M. Jones from Professor to Head of Department	300
Beatrice E. Billings from Professor to Head of Department	300
Erma O. Bamesburger from Assistant Professor to Associate Professor	1,020
May E. Foley from Assistant Professor to Professor	780
Mrs. Harriet J. Haynes from Assistant Professor to Professor	780
Barbara Higgins from Assistant Professor to Associate Professor	780
Mrs. N. May Larson from Assistant Professor to Associate Professor	780
H. Ruth McIntire from Assistant Professor to Professor	780
Mrs. Esther C. Page, from Assistant Professor to Professor	780
Tena Bishop from Assistant Professor to Associate Professor	840
Marion E. Forbes from Assistant Professor to Associate Professor	840
	$10,620

The meeting was adjourned at 5:00 P.M.

Secretary

MASSACHUSETTS STATE COLLEGE

October 1, 1947

COMMITTEE

Board of Trustees
University of Massachusetts

The following letter from Treasurer Hawley to the Finance Committee of the Board of Trustees of the University of Massachusetts dated September 17, 1947 and resultant mail ballot are hereby made part of the official records of the Board.

September 17, 1947

To: Finance Committee of the Board of Trustees

Gentlemen:

At the meeting of the Board of Trustees in Boston on September 10, 1947, I spoke informally with several members of the Finance Committee concerning the investment of $4,000 of Endowment Fund Principal recently realized from the call of our Public Service Colorado 3½'s of '64.

It was the consensus that this amount should be invested similarly to that recently voted by the Committee -- $2,000 of Great Northern Railroads 3 1/8's of '90 and $2,000 of Louisville and Nashville 2 7/8's of 2003.

I shall appreciate it if you will confirm this opinion of individual members of the Committee on the enclosed ballot form and return to us.

Very truly yours,

/s/ Robert D. Hawley
Treasurer

Mail Ballot

Upon the recommendation of the Treasurer and the Chairman of the Committee I do approve the investment of Endowment Fund Principal as follows:

$2,000 Great Northern R.R. 3 1/8's '90
2,000 Louisville & Nashville R.R. 2 7/8's '03

Joseph W. Bartlett
Alden C. Brett
Ernest Hoftyzer
Richard Saltonstall
Ralph F. Taber
Philip F. Whitmore

Secretary

COMMITTEE

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

October 7, 1947, 11:00 A.M., President's Office, Amherst

Chairman Whitmore presiding

PRESENT: Trustees Whitmore, Brett, Taber, Deely, Mrs. Leach, President Van Meter, Treasurer Hawley, Secretary Burke

Architects

The Committee invited architects Greeley, Ross, and Alderman and Alderman to present final plans for the Physics Building, the Animal Pathology Building, and the Cement Block Dormitories. The architects discussed the buildings and answered questions concerning details of proposed materials and construction.

Mr. Greeley said plans would be ready so that contract for Physics Building could be let in early December provided the Public Works Commission does not delay too long in its study of the final plans.

Mr. Ross said that contract for the Animal Pathology Building could probably be let in December.

Alderman and Alderman said that bids are due on the Cement Block Dormitories October 24 and that they plan to have one of the three buildings finished by February 1.

It was

Physics Builsing

VOTED: To approve the final plans of the Physics Building as presented by Architect Greeley and to authorize the Treasurer to execute a contract for the construction of this building in the name of and for the Board of Trustees.

It was

Animal Pathology Building

VOTED: To approve the plans for the Animal Pathology Building as presented by Architect Ross and to authorize the Treasurer to execute a contract for the construction of this building in the name of and for the Board of Trustees.

MASSACHUSETTS STATE COLLEGE

It was

COMMITTEE

Cement Block Dormitories

VOTED: To approve the plans for the two cement block dormitories and one apartment house as presented by Architect Alderman and to authorize the Treasurer to execute a contract for the construction of these buildings in the name of and for the Board of Trustees.

It was

Right of Way

Purvis, A. W.

VOTED: To recommend that the Trustees grant to Professor Albert W. Purvis and to Frances C. Purvis, his wife, and to the survivor of them as tenants by the entirety the rights to pass and repass on foot or with vehicles in common with others over the tract of land owned by the University and known as Old Town Road.

Alumni Building Corporation

Trustee Brett said that the Alumni Building Corporation has received bids for construction of a dormitory for women to include dining facilities. The lowest bid was $415,000 as against their authorized total of $400,000. The low bid did not include furnishings, equipment, and other incidental expenses. It was, therefore, necessary to abandon the original plan and the Executive Committee of the Board now proposes in cooperation with the University administration that the Alumni Corporation build instead a dormitory for men to be located near the present men's dormitories, to be of the Chadbourne type, and not to include dining facilities. This proposal has been discussed with those in charge of women's activities at the University. After discussion, it was

Dormitory for Men

VOTED: To approve construction of a dormitory for men of the Chadbourne type to be located on Clark Avenue about mid-way between Fernald Hall and Chadbourne on the site recommended by the Campus Planning Council.

The meeting was adjourned at 12:30 P.M.

J. W. Burke
Secretary

COMMITTEE

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES

October 7, 1947, 2:00 P.M., President's Office, Amherst

Trustee Brett presiding

PRESENT: Trustees Brett, Whitmore, Taber, Deely, Mrs. Leach, President Van Meter, Treasurer Hawley, Secretary Burke

Dormitory for Women - rescind action

Trustee Brett having reviewed the situation concerning the next Alumni dormitory (see minutes of Buildings and Grounds Committee, October 7, it was

VOTED: To rescind action of the Board authorizing the Alumni Building Corporation to construct a dormitory for women including dining facilities in the Lewis - Thatcher area.

It was

Alumni Building Corporation

VOTED: To request the Alumni Building Corporation to construct its next dormitory as authorized by the Legislature on Clark Avenue about midway between Fernald Hall and Chadbourne on the site recommended by the Trustee Committee on Buildings and Grounds and by the Campus Planning Council, this dormitory to be of the Chadbourne type and not to include dining facilities.

It was

Men's Dormitory

VOTED: That the form of lease of a parcel of land, for the erection of one Men's Dormitory Building, from the Commonwealth of Massachusetts to University of Massachusetts Building Association, and the form of lease of said building from said Association to the Commonwealth, pursuant to Acts of 1939, Chapter 388, as amended by Acts of 1945, Chapter 390, and by Acts of 1946, Chapter 352, be and hereby are approved, as presented to this meeting; and that the Trustees of the University of Massachusetts or a majority thereof be and hereby are authorized, in the name and on behalf of the Commonwealth of Massachusetts to execute, acknowledge and deliver, in or substantially in the respective forms presented

to this meeting, said lease of land from the Commonwealth to said Association and said lease of a Dormitory building from said Association to the Commonwealth, and to cause the common seal of the University of Massachusetts to be affixed thereto.

COMMITTEE

On the recommendation of the Buildings and Grounds Committee, it was

Right of Way

Purvis, A. W.

VOTED: To grant to Professor Albert W. Purvis and to Frances C. Purvis, his wife, and to the survivor of them as tenants by the entirety the rights to pass and repass on foot or with vehicles in common with others over the tract of land owned by the University and known as Old Town Road.

Dining Facilities

There was discussion as to how the Universith would provide dining facilities for students in view of the fact that the Alumni Building Corporation is unable to include a dining unit in its next dormitory and also in view of the rapidly increasing number of students. The University is now able to feed 1400 of its 2400 students. By 1949 it will have up to 3900 students.

It was generally agreed that dining facilities cannot be provided by the Alumni Building Corporation on an amortization basis and that the only solution seems to be for the Commonwealth to construct a dining commons. The University is not yet ready to estimate the amount of money required for such commons but recommends that it be built for a minimum of 1,000 to 1,200 students. After discussion, it was

Dining Commons

VOTED: To request the Legislature early in the next session to authorize construction of a dining commons on the campus of the University to accommodate approximately 1,000 students, the sum of money requested to be determined after further investigation.

MASSACHUSETTS STATE COLLEGE

The meeting was adjourned at 2:45 P.M.

COMMITTEE

J. W. Reuke Secretary

MASSACHUSETTS STATE COLLEGE

Amherst, Mass.

December 12, 1947

COMMITTEE

Board of Trustees
University of Massachusetts

The following letter from Treasurer Hawley to the Executive Committee of the Board of Trustees of the University of Massachusetts dated December 5, 1947 and resultant mail ballot are hereby made part of the official records of the Board.

December 5, 1947

To: Executive Committee,
Board of Trustees
University of Massachusetts

Gentlemen:

The program for Repairs and Renewals for the University for the current year includes a project for Reconstruction of the Basement and first Two Floors of North College to provide for adequate space for the University Bookstore. The need for this work is urgent. The project has been approved by the Commission on Administration and Finance.

We advertised for bids for this work and received three proposals from contractors. The lowest is that of the firm of Aquadro and Cerruti for the contract sum of $12,351.30. We wish to proceed as quickly as possible with the execution of a contract and I am writing to the members of the Executive Committee of the Board to request their action upon the matter of authorization for the execution of a contract for this purpose.

In summary, I may say that funds are available for this work in our current appropriation. The project has been approved by the Commission on Administration and Finance and the Contract will be referred to the Attorney General's Office for approval as to form before final execution.

Enclosed is a ballot form for mail reply. Your early consideration will be greatly appreciated.

Very truly yours,

/s/ Robert D. Hawley
Treasurer

COMMITTEE

MASSACHUSETTS STATE COLLEGE

Mail Ballot

In accordance with explanation of the Treasurer in his letter to the Executive Committee, dated December 5, 1947, the following action is

approved

VOTED:

That the low bid of $12,351.30 by Aquadro and Cerruti for reconstruction of North College be accepted and that the Treasurer be authorized to execute a contract with this firm for said construction in the name of and for the Board of Trustees.

/s/ Philip F. Whitmore
Leonard Carmichael
Lottie A. Leach
Joseph W. Bartlett
Alden C. Brett

_____ Secretary

MASSACHUSETTS STATE COLLEGE

MINUTES OF MEETING OF EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES

December 18, 1947, 11:00 A.M., Chairman Bartlett's Office, Boston

COMMITTEE

Chairman Bartlett presiding

PRESENT: Trustees Bartlett, Carmichael, Brett, Whitmore, Mrs. Leach, President Van Meter, Professor Marston, Secretary Burke

Engineering

Chairman Bartlett said that a student named Flannagan, a member of the student Senate of the University of Massachusetts at Fort Devens, had written to the Governor's Office petitioning for establishment of third and fourth year Engineering courses at Devens so that students might remain there. Mr. Flanagan said that facilities at Amherst were inadequate, that the instructional program was weak, that Engineering was not accredited, and that Devens could do the job if given permission immediately. Mr. Bartlett said that the Governor's Office had referred the correspondence to him and that he had replied to the Governor's secretary that he proposed to call a meeting of the Executive Committee of the Trustees of the University to discuss whether the full Board should be called into session for further discussion of the question.

He then called upon Professor Marston to speak of the Engineering program at Amherst. Professor Marston said that Engineering courses have been taught at the college since its inception, that a Department of Engineering was created by the Trustees in 1938, and that the college has graduated a number of students in Engineering. No pretense has been made of offering the students a full accredited program in professional Engineering. This fact has been clearly stated in the catalogue. Even so, in 1942 in the freshman class alone, there were 42 Engineering majors. Some of the men remain through four years of general Engineering, others take

two or three years at Amherst and transfer to other engineering schools with full credit for their work at Amherst.

COMMITTEE

Professor Marston said that the college has just added a wooden building for the expansion of Engineering, that the last Legislature appropriated $200,000 for the construction of another laboratory and that in the budget, the Trustees are calling for a main building for Engineering. He said that the department has been gathering war surplus equipment with which to equip these buildings.

Professor Marston was asked what building is now used at Devens for Engineering and he said that they are using a wooden building which houses machine shop equipment.

Professor Marston was questioned also as to the future of Engineering at Amherst, particularly as to the size of school that is contemplated. He said that during this period of transfer from Devens, the Engineering School would have a maximum enrollment of 780 students in September of 1949. At that time, facilities will be crowded. However, there seems to be a demand for Engineering such as to warrant planning for a permanent enrollment of from 400 to 500. On questioning, Professor Marston outlined qualifications of members of his Engineering staff and spoke also of the staff at Devens.

There followed discussion of the transfer problem and of the ability of the University at Amherst to absorb Devens students after their second year as planned by the Trustees. Dr. Van Meter spoke of new buildings erected and authorized and stated that the transfers could continue as planned. This will require erection of more dormitories by next September and crowding will be inevitable.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

The committee agreed that transfers should continue as planned as the only feasible means of carrying out the pledge of the Trustees to see that students enrolled at Devens for the freshman and sophomore years have opportunity to complete their education at an established college of recognized standing. At the same time, it was urged that authorities at Amherst continue efforts to help Devens students enter other colleges of the Commonwealth.

Chairman Bartlett then raised question with the committee as to whether a meeting of the full Board of the University of Massachusetts at Fort Devens was desirable. It was agreed that it would be desirable to have the Board meet again as a whole so that members might be informed of progress of developments at Amherst and how these affect the transfer problem from Devens. Meeting date was set for Tuesday, December 30 at 6:30 P.M. at the Statler in Boston.

It was agreed that the Business Office would get together figures showing the cost of accepting transfers from Devens as planned and the cost to the Commonwealth if Devens should be continued.

eeding of
tudents

ining facilities

The Chairman asked Dr. Van Meter to study feasibility of double shift feeding in the dining halls to see whether this would be possible in the event the Legislature does not appropriate for a new dining hall to be ready next September.

Chairman Bartlett also suggested that the Administration should contact Trustee Taber as to the advisability of another meeting with the Governor.

MASSACHUSETTS STATE COLLEGE

COMMITTEE

Dr. Van Meter said that pending the construction of a new Power Plant at the College, it was necessary to add one more boiler to handle the present load. It has been agreed with the State Building Commission that the best procedure would be to add a package unit boiler which, when the Power Plant is built, can be reshipped to another State Institution. After discussion, it was

Power Plant - additional boiler

VOTED: To approve advertising for bids for the construction of an additional boiler in the Power Plant, and that if an acceptable bid is received and approved by the Massachusetts Public Building Commission, the Treasurer is authorized to execute a contract in the name of and for the Board of Trustees on the standard contract form of the Commonwealth.

President Van Meter reported on meetings with the Interim Committee on Higher Education and of discussions in this committee of the possibility of combining all higher education in the State under one Board of Trustees and under the direction of a Commissioner to be located at Boston. Included in the set up would be the State University, the Teachers Colleges, and Textile Schools.

The meeting was adjourned at 1:30 P.M.

Secretary

MASSACHUSETTS STATE COLLEGE

COMMITTEE

PAGES 1460-1500 NOT USED.

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